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ABSTRACT

VIEW (Vital Information for Education and Work) is a compilation of 300 separate sheets each of which presents information about an occupation, ranging from actor and actress to zoologist. Each sheet contains the DOT (Dictionary of Occupational Titles) classification number, a description of the occupation, qualitative job information, employment qualifications, and educational needs for the occupation, some related jobs, and where to write for more information. Information is arranged graphically, each sheet including a cartoon illustration related to the occupation. VIEW is indicated for use by counselors, students, and teachers in junior and senior high schools. (MF)

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State Department of Education
Office of Vocational Education
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In Cooperation With

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VIEW

VITAL INFORMATION for EDUCATION and WORK

Actor and Actress

D.O.T. 150.048

ACTORS AND ACTRESSES are entertainers.

Some actors do mouthwash commercials for television.

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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What's It Like To Be An Actor and Actress

D.O.T 150.048

ACTRESSES AND ACTORS entertain other people. They may perform stage. They may play roles in motion pictures. They may work for radio or television studios. *ACTORS AND ACTRESSES* make imaginary characters seem like real people. They may also imitate historical characters or well-known living persons. *ACTORS AND ACTRESSES* may have to sing and dance in some jobs.

Very few *ACTORS* have steady jobs. When one play or movie ends, the *ACTORS* have to go looking for new jobs. Very successful *ACTORS* (stars) may have many job offers from producers and directors. Others may pay talent agents a percentage of their incomes to help them find jobs. When an *ACTOR* finds a new part, he must read the script. He then performs a part of the script at an audition. The audition shows producers and directors that he can play the role.

After an *ACTOR* is hired, he must memorize all the lines for the part. The director helps *ACTORS AND ACTRESSES* decide the best way to perform the role.

Most *ACTORS AND ACTRESSES* start out in amateur theaters while they are still in school. Most drama classes stage their own plays for practice.

An *ACTOR'S* first professional job is often a small part with few spoken lines. An experienced *ACTOR OR ACTRESS* may become an understudy for the main role in a production. The understudy must play the part when the main *ACTOR OR ACTRESS* is not able to. Only a very few *ACTORS OR ACTRESSES* ever become stars.

If You Want To Be An Actor and Actress

.You should have a good speaking voice.

.You should have a lot of self-confidence.

.You should have a good imagination.

.You should remember details easily.

.You should like to travel.

.You should be willing to spend a lot of time hunting for jobs.

.Recognition and applause should attract you at least as much as the pay involved.

.You should not be easily discouraged.

To Prepare Yourself Now...

- .You should finish high school.
- .High school courses that will help you are: English and Speech.
- .You should plan to study theater or Dramatic Arts at a university or school of drama.
- .Any amateur acting experience can help you get a start as an *ACTOR OR ACTRESS*.

Remember!

- .Acting is rarely a steady job.
- .When a play goes "on tour" the *ACTORS AND ACTRESSES* may travel to a different city each week.
- .A few *ACTORS'* unions provide pension plans and insurance programs.
- .Most professional acting jobs are found in Hollywood, California and New York City.

A Look Ahead...

Acting is presently an overcrowded field. There are more *ACTORS AND ACTRESSES* than there are jobs to go around. Even an experienced *ACTOR'S* career may be hurt by a bad play. Becoming a star can take many years of hard work, a lot of talent, and just plain luck.

Salary

Minimum wages set by various actors unions range from about $30 to $150 per day. Due to time lost between jobs, the average yearly income may be very low for beginners. Experienced *ACTORS* usually sign contracts with producers for pay above the minimum wage.

Hours

30 to 40 hrs/wk. after the show opens.
Usually many more hours/wk. during rehersals.
Evening and holiday work is common.

For More Information Write To:

.U. S. Department of Labor
Bureau of Labor Statistics
Washington, D. C. 20260

Ask for Bulletin # 165-39 "Employment Outlook in the Performing Arts"

More **View** Jobs To Think About

TITLE	VIEW CARD #
Coach, Drama	58
Dancer	70

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VITAL INFORMATION for EDUCATION and WORK

Accounting Clerk

D.O.T. 219 488

A *ACCOUNTING CLERK* helps a business make sure it doesn't spend more money than it makes.

123456789 + 9753086421 = 9876543210

2

What's It Like To Be An Accounting Clerk?

D.O.T 219.488

ACCOUNTING CLERKS work in accounting offices. Almost any kind of business may have an accounting office. The office is usually clean, well lighted and comfortable.

Some small businesses may have only one *ACCOUNTING CLERK*. The clerk will have many duties each day. Large companies may have many accountants, *ACCOUNTING CLERKS*, and bookkeepers. Each clerk may do just one job all day, every day.

ACCOUNTING CLERKS prepare paychecks for other employees. They fill out company tax forms. They sort invoices, bills, and receipts. They keep records of credits (money earned) and debits (money spent). They often handle banking for their companies.

An *ACCOUNTING CLERKS* boss may be an accountant. Accountants do the most complicated work in the office. They show the clerks how to help.

ACCOUNTING CLERKS may do some typing and filing. They use adding machines and calculators. They may also operate some duplicators.

If You Want To Be An Accounting Clerk

.You should like to work with numbers.

.You should follow instructions well.

.You should pay attention to details.

.You should like knowing exactly what you must do each day.

.You should not mind doing the same things over and over.

.You should have good eyesight (glasses are OK).

.You should have neat, clean handwriting.

.You should not mind sitting at a desk all day.

To Prepare Yourself Now...

- .You should complete your high school education.
- .High school courses that will help you are: mathematics, bookkeeping, typing, and office practices.
- .You should consider taking business accounting courses at an area vocational school or technical education center.

Remember!

- .Employers will check your high school grades when you apply for a job as an *ACCOUNTING CLERK*.
- .Most employers give written tests to select *ACCOUNTING CLERKS*.
- .Department store employees may get discounts on store merchandise.
- .Many employers offer paid vacations and holidays, group insurance, sick leave, and retirement plans.

A Look Ahead. . .

South Carolina businesses need about 150 new *ACCOUNTING CLERKS* each year. Most of the jobs are in the largest cities. Many *ACCOUNTING CLERKS* are never promoted, but they usually receive regular pay raises for doing their jobs well. The best way to be promoted is by taking college or business school courses that will qualify you as an accountant.

Salary

Pay Range: $2.66 to $3.22/hr (State Averages)

Hours

ACCOUNTING CLERKS work days, 40 hrs/wk

For More Information Write To:

.Division of Vocational and Technical Education
Bureau of Educational Assistance Programs
U. S. Office of Education
Washington, D. C. 20202

.The National Association and Council of
Business Schools
1730 M Street NW, Suite 401
Washington, D. C. 20036

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Bank Clerk	27
Bookkeeper	34
Payroll Clerk	193
Production Clerk	214

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

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VIEW

VITAL INFORMATION for EDUCATION and WORK

Adjustment Clerk D.O.T. 241.368

An *ADJUSTMENT CLERK* tries to make happy customers out of confused customers, disgusted customers, and furious customers.

If you say, "Dear me!" just one more time ....

2

What's It Like To Be An Adjustment Clerk?

D.O.T 241.368

An *ADJUSTMENT CLERK* works in a business's complaint department. *ADJUSTMENT CLERKS* may work for retail stores, telephone companies, power companies, and mail-order houses. Most complaint departments are clean, modern offices.

An *ADJUSTMENT CLERK* must be a good listener. Many customers get very angry if anything is wrong with new merchandise or if mistakes are made on their bills. An *ADJUSTMENT CLERK* may have to wait patiently until the customer has talked (or shouted) enough to calm down some. Of course, most people don't stay mad very long if they know someone is trying to correct their problem.

An *ADJUSTMENT CLERK* must also be a good problem solver. An *ADJUSTMENT CLERK* may have to review the guarantees on merchandise to be sure that the problem was not the customer's fault. The clerk may have to check meter records and old bills to correct billing mistakes. *ADJUSTMENT CLERKS* must learn to find customer records quickly. They must also be very familiar with company policies toward refunds, credits, and other adjustments. *ADJUSTMENT CLERKS* must be sure that the company and the customer are both treated fairly.

An *ADJUSTMENT CLERK* may get a lot of personal satisfaction from solving a difficult problem. Turning an angry frown into a smile can be a lot of fun, too.

If You Want To Be An Adjustment Clerk

- You should be a good listener.
- You should enjoy helping people solve problems and correct mistakes.
- You should be very patient (especially with confused or angry people).
- You should prefer to work indoors.
- You should not mind working at a desk most of the time.
- You should not be easily upset by other people's mistakes.

3

ADJUSTMENT CLERK DOT 241.368

To Prepare Yourself Now...

- You should finish high school.
- High school courses that will help you are: business mathematics, English (grammar and spelling), and typing.
- You should ask your counselor if training is available through a Distributive Education program.

Remember!

- Many employers offer employees discounts, paid vacations, insurance plans, and retirement funds.
- Some employers use aptitude tests to select *ADJUSTMENT CLERKS.*
- Some employers require experience in their sales or service departments before you can begin work as an *ADJUSTMENT CLERK.*

A Look Ahead...

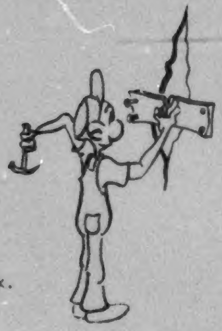
There is a need for about 50 new *ADJUSTMENT CLERKS* every year in South Carolina. *ADJUSTMENT CLERKS* may be promoted to complaint department managers, especially with additional training in business management.

4

ADJUSTMENT CLERK DOT 241.368

Salary

Starting Pay Range: $2.28 to $3.25/hr



Hours

Most *ADJUSTMENT CLERKS* work days, 35 to 40 hrs/wk.

For More Information Write To:

.National Business Education Association
1201 16th Street, NW
Washington, D. C. 20036

More View Jobs To Think About

TITLE	VIEW CARD #
Bill Collector	31
Telephone Service Representative	278

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Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

Agricultural Aid

D.O.T. 421 384

A *AGRICULTURAL AID* helps research scientists in projects at agricultural research stations.

Was it the *watermelons* *or the melons' water*
I was supposed to plug?

2

What's It Like To Be An Agricultural Aid?

D.O.T 421.384

AGRICULTURAL AIDS work for agricultural research scientists. They work at agricultural research stations. A research station may be operated by the state or federal government, by colleges and universities, or by a private agricultural association.

An *AGRICULTURAL AID* does many of the same jobs a general farm hand does. A research scientist often tells the *AGRICULTURAL AID* how to do each part of his job. The *AGRICULTURAL AID* must follow instructions exactly or the experiment may be ruined.

The duties of an *AGRICULTURAL AID* may be different for each experiment. The *AGRICULTURAL AID* may care for animals, clean barns, collect eggs, or milk cows. He may gather samples of soil, seeds, plants or insects. The *AGRICULTURAL AID* may cultivate or harvest crops. An *AGRICULTURAL AID* may do the same jobs over and over for weeks or he may do a different job every day.

If You Want To Be An Agricultural Aid

.You should like to work outdoors.

.You should be able to lift 100 pounds.

.You must be able to follow spoken and written instructions exactly.

.You should like to learn new jobs.

.You should have good vision (glasses are OK).

.You should enjoy farm work.

To Prepare Yourself Now...

.You should complete your high school education.

.High school courses that will help you are:
any vocational agriculture, basic mathematics, biology, and chemistry.

.Any experience working on a farm will help you get a job as an *AGRICULTURAL AID*.

Remember!

.You may need a driver's license for some *AGRICULTURAL AID* jobs.

.The exact duties of an *AGRICULTURAL AID'S* job depend on educational background and previous experience.

.Some employers offer paid vacations and holidays, life insurance, health insurance, and accident insurance.

A Look Ahead...

The demand for *AGRICULTURAL AIDS* is limited in South Carolina. The best chances for promotion are in government service research stations. Qualified, experienced *AGRICULTURAL AIDS* may be promoted to more responsible research jobs.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

AGRICULTURAL AIDS usually work days, 40 hrs/wk

For More Information Write To:

.Ask your counselor to help you contact the nearest agricultural research station.

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Forestry Aid	113
General Farm Hand	121

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card: Army (Card #16)

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VIEW

VITAL INFORMATION for EDUCATION and WORK

Air Conditioning and Refrigeration Mechanic

D.O.T. 637 281

A *AIR CONDITIONING AND REFRIGERATION MECHANIC* installs air conditioners, refrigerators and freezers. He keeps them running right and repairs them when they break.

Air Conditioning Mechanics

help their customers

keep their cool.

2

What's It Like To Be An A/C and Refrigeration Mechanic? D.O.T 637.281

AIR CONDITIONING AND REFRIGERATION MECHANICS work on many types of cooling equipment in many different places. They install air conditioning equipment in homes, offices, schools and stores. They may install equipment during the construction of a new building. *AIR CONDITIONING AND REFRIGERATION MECHANICS* have to know something about welding, pipefitting, soldering, electricity and refrigeration theory. They read blueprints and solve mathematical problems of pressure and temperature.

An *AIR CONDITIONING AND REFRIGERATION MECHANIC* may do some work in a shop with other mechanics. Usually an *AIR CONDITIONING AND REFRIGERATION MECHANIC* will work alone wherever the equipment is installed. The *AIR CONDITIONING AND REFRIGERATION MECHANIC* often has to lift heavy materials. Carelessness can cause burns, electric shocks and falls.

Most *AIR CONDITIONING AND REFRIGERATION MECHANICS* work for dealers, contractors, construction companies, fuel oil companies, and gas utilities. The usual work week is 40 hours long. There is more overtime work in the summer and emergency jobs may require long hours.

If You Want To Be An A/C and Refrigeration Mechanic

.You should be willing to work in all kinds of weather.

.You should be able to work in kneeling or stooping positions.

.You should be able to carry 50 pounds and may have to lift 100 pounds.

.An interest in physical science will help you understand refrigeration theory.

.You should enjoy talking to people since you may have to explain the care and operation of equipment to customers.

To Prepare Yourself Now...

.You will need a high school education.

.You should take high school courses in electric shop, machine shop, drafting, and geometry.

.You should complete a course in air conditioning, refrigeration, and heating at an area vocational school or technical education center.

.Armed services experience in heating, refrigeration and air conditioning may qualify you to become an apprentice.

Remember!

.Written tests and the approval of the apprenticeship committee are required to become an apprentice.

.From 3½ to 4 years of apprenticeship and a written test are required to become a journeyman.

.An apprentice earns regular pay while training.

.Most employers offer paid vacations and holidays.

.Extra pay for overtime work.

.Most *AIR CONDITIONING AND REFRIGERATION MECHANICS* belong to a union.

A Look Ahead...

The need for *AIR CONDITIONING AND REFRIGERATION MECHANICS* is expected to increase rapidly during the next few years. More homes and offices are being built with air conditioning every year and more men are needed for installation and maintenance.

Salary

Starting Pay Range: $4.75 to $5.70/hr
(AFTER Apprenticeship)

Hours

AIR CONDITIONING AND REFRIGERATION MECHANICS usually work days, 40 hrs/wk

For More Information Write To:

.Refrigeration Service Engineers Society
443 North Waller Avenue
Chicago, Illinois 60644

The best way to become an *AIR CONDITIONING AND REFRIGERATION MECHANIC* is through an *APPRENTICESHIP*. Read the VIEW card titled *AIR CONDITIONING AND REFRIGERATION MECHANIC APPRENTICE* Card # 6

More View Jobs To Think About

TITLE	VIEW CARD #
Furnace Installer	115
Plumber	206

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

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VITAL INFORMATION for EDUCATION and WORK

A/C and Refrigeration Mechanic Apprentice

D.O.T. 637.281

An apprenticeship is a contract between you and the company you work for. The employer agrees to teach you all the skills needed to perform your job during a 3 to 5 year training period. The employer also agrees to give you regular pay raises as you complete parts of the program. You must agree to complete the training in the time allowed. You must also agree to attend any vocational classes required by the training schedule.

A person sometimes learns a trade as a helper without an apprenticeship agreement, but a helper doesn't earn as much as an apprentice. A helper may not get regular pay raises. A helper may never learn all he needs to know because he won't have a planned program which includes vocational school training or practice in all the job skills.

Following is an example of the type of training you would receive as an Air Conditioning and Refrigeration Mechanic Apprentice:

(1000 hours equal about six months)

AIR CONDITIONING and REFRIGERATION MECHANIC APPRENTICE

	Approx. Hours
I. USE AND CARE OF TOOLS AND EQUIPMENT (a) Welding, soldering and brazing	1000
II. INSTALLATION AND SERVICE (Compression Systems) (a) Compressors -- all types (b) Condensors -- water, air, combinations, cascade, and evaporative (c) Receivers -- tube type and shell (d) Evaporators -- tube, fine, plate, brine, wet, and dry (e) Piping -- all materials	1000
III. REFRIGERANT CONTROLS (a) Expansion valves -- hand, thermostatic, and automatic (b) Power elements -- mechanism (c) Float controls -- high side, low side, bucket and ball type (d) Capillary tubes -- sizing and orifices (e) Check valves -- solenoids, unloaders, pressures and relief	500
IV. MOTOR CONTROLS (Installation and Service) (a) Thermostats (b) Pressure devices (c) Combinations - adjustment mechanism (d) Switches - relays, delays, fuse elements and protections	500
V. ELECTRIC MOTORS (Installation and Service) (a) Installation -- alignment and load test (b) Lubrication (c) Field test (d) Servicing	250

AIR CONDITIONING and REFRIGERATION MECHANIC APPRENTICE

		Approx. Hours
VI.	INSTALLATION AND SERVICE (Absorption Systems)	250
	(a) Solid absorbent	
	(b) Liquid absorbent	
	(c) Controls	
VII.	INSTALLATION AND SERVICE (Hermetic; Semi-Hermetic)	250
	(a) Dismantle and rebuild	
	(b) Field test	
	(c) Shop and field repair	
	(d) Controls	
VIII.	COMMERCIAL REFRIGERATION (Various Applications)	1750
	(a) Condensing Units -- all types	
	(b) Coils and evaporators -- wet and dry	
	(c) Heat exchangers -- driers and chemical reactivators	
	(d) Surge tanks, separators, refrigerant piping and insulating	
	(e) Vacuum and pressure tests -- evacuating and charging	
	(f) Multiple installations -- multi-temp and freezers	
	(g) Truck and transport refrigeration	
	(h) Marine installation and service	
	(i) Cold storage and processing -- maintenance and service	
	(j) Assemblies -- cooling towers and process water recovery	
	(k) Ice makers -- brine chillers	
IX.	INSTALLATION AND SERVICE (Air Conditioning Systems)	1000
	(a) Humidifiers and dehumidifiers	
	(b) Filtering and air cleaning equipment	
	(c) Circulating equipment -- fans, natural and controls	
	(d) Cooling equipment	
	(e) Packaged units -- combinations, single and multiple	
	(f) Cooling towers -- water recovery and evaporator and air-cooled condensors	
X.	INSTALLATION AND SERVICE (Heating Equipment)	1000
	(a) Furnaces -- boilers (round, square, and sectional)	
	(b) Fuel burners -- stokers, oil burners, gas burners and electric	
	(c) Unit heaters (blowers) -- all types	
	(d) Packaged units -- multiple, combination and single	

AIR CONDITIONING and REFRIGERATION MECHANIC APPRENTICE

		Approx. Hours
XI.	INSTALLATION AND SERVICE (Fuel Burning Equipment)	500
	(a) Oil burners -- piping, tank and controls	
	(b) Gas burners -- adjustments and controls	
	(c) Stokers -- hopper, bin feed and controls	
	(d) Electric heaters -- controls	
XII.	BOILER ROOM PIPING (Service and Installation)	1000
	(a) Headers	
	(b) Circulators -- flow control and regulating valve	
	(c) Pumps -- condensors, P. R. valves, tank and blowdowns	
	(d) Expansion loops -- joints, anchors and boiler trim	
	(e) Safety -- hazards and control	
XIII.	INSTALLATION (Heating Systems)	1000
	(a) Hot water -- one-pipe forced circulation	
	(b) Hot water -- two-pipe forced circulation	
	(c) Steam -- one-pipe, two-pipe vapor and vacuum systems	
	(d) Installation panels -- coils, blowers, rads convectors, etc.	
	Total	10,000 hours or 5 years

For more information about Air Conditioning and Refrigeration Mechanic Apprentice programs in your area you should contact:

Bureau of Apprenticeship and Training
Room 502-A
901 Sumter Street
Columbia, South Carolina 29201

OR

Bureau of Apprenticeship and Training
Room 313, Federal Building
334 Meeting Street
Charleston, South Carolina 29403

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VIEW

VITAL INFORMATION for EDUCATION and WORK

AIR FORCE

D.O.T. 378 999

A navigator is a professional "back seat driver".

2

What's It Like To Be An Airman

D.O.T 378 999

There are over 40 career fields in the AIR FORCE. Many different occupations are open in each field. Many AIR FORCE jobs are also available outside the AIR FORCE. Training and experience in the AIR FORCE can be a valuable aid to starting a civilian career after leaving the AIR FORCE.

Many AIR FORCE jobs are done outside. Many crews are needed to keep planes and missiles in proper condition. There are also outside jobs in fire protection, security police, communications, and many other fields. The AIR FORCE has even more inside jobs. There are jobs in photography, printing, weather, accounting, and in many technical fields.

The first few weeks in the AIR FORCE are spent in basic training. Trainees spend their time in classrooms and physical training areas. They learn AIR FORCE regulations. They also learn first aid and basic facts about many kinds of AIR FORCE equipment. The physical training improves health, strength, and endurance.

Later training depends on the AIR FORCE job selected. Training may last only a few weeks or many months. Jobs which require the longest training are only open to people with 4 or 6 year enlistments.

You must be a college graduate to enlist as an AIR FORCE pilot. Some of the other jobs are easier to get after a year or two of technical education. Most AIR FORCE jobs are open to high school graduates, however.

If You Want To Be An Airman

.You should have a desire to serve your country.

.You should be willing to work to learn a skill.

.You should like to travel.

.You should follow instructions well.

.You should like to live and work with other people.

.You must be in good enough health to pass a physical examination.

To Prepare Yourself Now...

.You should finish high school. The *AIR FORCE* insists on a high school diploma.

.The *AIR FORCE* has some jobs that are easier to get after a couple of years in a technical school.

.*AIR FORCE* pilots must be college graduates.

.High school courses that will help you are those that apply to the *AIR FORCE* job you want to get. If you want to be a pilot you should take the courses recommended by your guidance counselor to prepare you for college.

Remember!

.Fringe benefits in the *AIR FORCE* include free meals, free clothing, free housing (or extra pay for rent), free transportation on duty, free medical care, free sports facilities, free legal aid, Post Exchange and Commissary (low prices), 30 days paid vacation per year, and veterans' benefits.

.If you enlist at 18 and make a career of the *AIR FORCE* you can retire at 38 (with a lifetime retirement income).

.Free job training includes all books, tools, and other materials.

.The *AIR FORCE* also offers many ways to take extra technical or college courses while you are in service.

.*AIR FORCE* service counts toward Civil Service retirement.

.Your choice of jobs will depend on the length of your enlistment, *AIR FORCE* needs, and your scores on *AIR FORCE* tests.

.Most *AIR FORCE* jobs are open to women.

A Look Ahead...

The *AIR FORCE* needs volunteers. Promotions are regular for those who prove their ability and dependability. Pay raises come regularly even for those who are not promoted as often as others.

Salary

Starting Pay: $326.10/month plus fringe benefits. Extra pay is given for dependents and for some jobs which are considered hazardous (volunteers only).

Hours

People in the *AIR FORCE* usually work regular hours up to about 45 hours/week.

AIR FORCE personnel are "on call", however, 24 hours per day, every day of the year.

For More Information Write To:

.United States Air Force Recruiting Service
USAF Recruiting Office
1242 Laurel Street
Columbia, South Carolina 29201

OR

Call toll-free 800-447-4700

OR

See your local *AIR FORCE* recruiter listed in the white pages of the telephone directory under "U. S. Government, Air Force".

More View Jobs To Think About

TITLE	VIEW CARD #
Army	16
Coast Guard	59
Marine Corps	160
National Guard	176
Navy	177
Peace Corps	194

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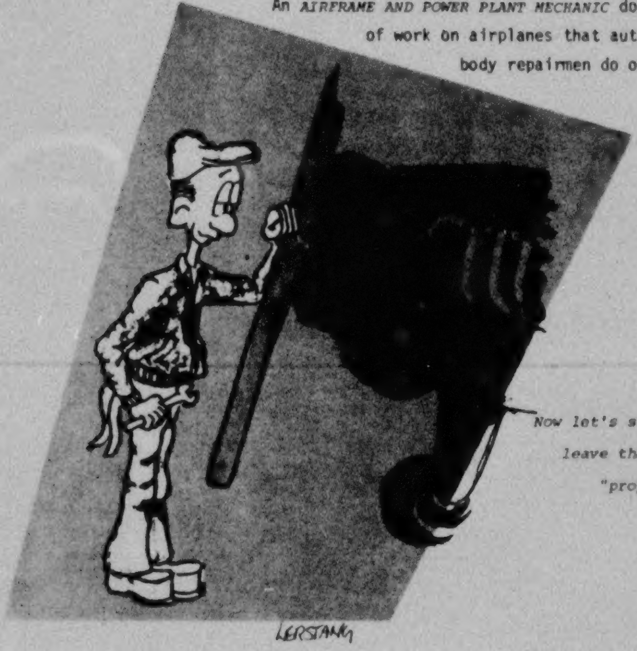
VITAL INFORMATION for EDUCATION and WORK

Airframe and Power Plant Mechanic

D.O.T. 621 281

An *AIRFRAME AND POWER PLANT MECHANIC* does the same kind of work on airplanes that auto mechanics and body repairmen do on cars.



Now let's see, where did I leave that bucket of "prop wash"?

2

What's It Like To Be An Airframe and Power Plant Mechanic

D.O.T 621 281

An *AIRFRAME AND POWER PLANT MECHANIC* does most of his work indoors in an aircraft hangar. An aircraft hangar is like an automotive garage, but much bigger. Like any mechanic, an *AIRFRAME AND POWER PLANT MECHANIC* expects to get greasy and dirty on some jobs.

The mechanic has three jobs. He has to inspect the airplanes regularly; he has to test, lubricate and adjust some parts; and he has to repair or replace anything that is broken. The *AIRFRAME AND POWER PLANT MECHANIC* may have to work in cramped positions to reach some parts.

The *AIRFRAME AND POWER PLANT MECHANIC* is responsible for the maintenance and repair of an entire plane. The airframe includes the fuselage or "body" of the plane, the wings, tail, rudder, ailerons (flaps), and landing gear. The power plant includes the engines and propellors.

AIRFRAME AND POWER PLANT MECHANICS may work for airline companies, independent repair shops, the Air Force, the Navy, or for companies that own their own airplanes. When working on a small plane, the mechanic may do all the work alone. When working on large planes many mechanics and helpers work together.

An *AIRFRAME AND POWER PLANT MECHANIC* uses many kinds of tools. He uses simple hand tools like hammers, wrenches, and screwdrivers. He also uses power tools like sheet metal cutters, rivet guns, welding equipment, and drills. He may use complex test equipment to find small cracks in metal or to test engines.

An *AIRFRAME AND POWER PLANT MECHANIC* must be very thorough and accurate. An airplane with mechanical trouble can't "pull over to the side of the sky" to fix it.

If You Want To Be An Airframe and Power Plant Mechanic

.You should be willing to accept responsibility for your work.

.You must be able to work carefully and accurately.

.You should have an interest in doing mechanical work.

.You should like to work with tools and electrical equipment.

.You should have good eyesight (glasses are OK) and good hearing (a hearing aid is OK, too).

.You should be strong enough to lift 100 pounds.

.You should not mind working from ladders or scaffolds.

To Prepare Yourself Now...

.You will need a high school education.

.High school courses that will help you are: English (grammar and spelling), mathematics, physics, chemistry, and machine shop.

.You should study aircraft mechanics at an area vocational school or technical education center.

.Experience in auto mechanics will help.

.You should ask the Federal Aviation Administration for a list of approved mechanic's schools.

.The Armed Forces train aircraft mechanics.

Special Entry Requirements

.You must pass a written and practical examination to be licensed by the Federal Aviation Administration.

.If you do not graduate from an approved mechanic's school you cannot be licensed until you have worked for at least 30 months as an aircraft mechanic's helper or as an apprentice.

Remember!

.You should be between 20 and 30 years old to start training as an *AIRFRAME AND POWER PLANT MECHANIC.*

.*AIRFRAME AND POWER PLANT MECHANICS* buy their own hand tools.

.Some emergency repairs may be made outdoors.

.You may be required to join a union.

.*AIRFRAME AND POWER PLANT MECHANICS* and their families may fly free or at reduced rates.

.Most employers offer paid vacations and holidays; sick leave; retirement plans; and life, health, and accident insurance.

A Look Ahead...

The demand for *AIRFRAME AND POWER PLANT MECHANICS* is rapidly increasing as air travel and air transport becomes more and more common. Qualified mechanics may be promoted to crew chiefs, inspectors, lead inspectors, and shop foremen. Usually a mechanic must pass a written test before being promoted.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

The usual work schedule is 40 hrs/wk
Overtime is frequent and pays extra.
Weekend and night work also gets higher pay.

For More Information Write To:

.The personnel department of airline companies
(They can tell you their training requirements and job openings)

YOU CAN GET THE ADDRESSES OF AIRLINE COMPANIES FROM:
.Air Transport Association of America
1000 Connecticut Avenue, N.W.
Washington, D. C. 20036
YOU CAN LEARN ABOUT JOB OPENINGS WITH THE FAA FROM:
.Personnel Officer
Federal Aviation Administration
Federal Building
John F. Kennedy International Airport
Jamaica, Long Island, New York 11430
FOR A LIST OF FAA APPROVED MECHANIC'S SCHOOLS WRITE TO:
.Information Retrieval Branch
Federal Aviation Administration Library
HQ - 630
Federal Aviation Administration
Washington, D. C. 20553

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Automobile Mechanics	14
Diesel Mechanic	54
Farm Equipment Mechanic	70
Motorcycle Mechanic	126

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

ALTERATION TAILOR

D.O.T. 785.281

An *ALTERATION TAILOR* takes clothes up or lets them out to make them fit.

The clothes
make the man
if
the right man
makes the clothes.

2

What's It Like To Be An Alteration Tailor

D.O.T 785 281

An *ALTERATION TAILOR* works in a tailor shop. The shop may be in a department store or a clothing store. The shop may be in the *TAILOR'S* own home if he is in business for himself.

A tailor shop may be a dusty place. A tailor shop may also be warm and damp if a steam press is in the same room. Most tailor shops only have one or two sewing machines so they don't get very noisy.

An *ALTERATION TAILOR* may mark the clothing for alteration with tailor's chalk. Sometimes a clerk or a fitter marks the alterations on a tag. The *TAILOR* checks the chalk marks or the tag to see what alterations are needed. The *TAILOR* may shorten or lengthen sleeves or trouser legs. He may raise or lower a collar. Often the *TAILOR* adjusts the waist of a coat or trousers. Some of the work is done by machine and some is done by hand.

After the alterations are done, the *TAILOR* may press the garment. Some shops have a presser who presses the clothing for the *TAILOR*.

If You Want To Be An Alteration Tailor

- You should like to work indoors.
- You should not mind doing the same things over and over.
- You should like meeting and talking with people.
- You should have patience and the willingness to work at a job until it is right.
- You should have some artistic ability.
- You should like to do detailed hand work.
- You should be able to follow written and spoken instructions accurately.

3

To Prepare Yourself Now...

.You will need a high school education.

.High school courses that will help you are: sewing, art, English, business math and speech.

.You should take a course in tailoring at an area vocational school.

Remember!

.The apprenticeship for *TAILORS* lasts 5 years.

.An employer usually provides all the equipment a *TAILOR* needs.

.Some employers offer paid vacations and holidays, group insurance, and retirement plans.

.*TAILORS* in retail stores often get discounts on store merchandise.

A Look Ahead...

There is now a shortage of qualified *TAILORS* in South Carolina. Many *TAILORS* are expected to retire soon and new trainees are needed to take their places. Qualified *TAILORS* may be promoted to head *TAILORS* or production managers in large tailor shops.

4

Salary

Starting Pay Range: $1.85 to $2.25/hr.

Hours

Most *TAILORS* work days, 40 hrs/wk.
During rush periods some overtime may be needed.

For More Information Write To:

.U. S. Department of Labor
Bureau of Labor Statistics
Washington, D. C. 20212

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Furniture Upholsterer	117
Seamstress	240

For armed services training availability in this occupation call the toll-free numbers listed on page [illegible] of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
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VITAL INFORMATION for EDUCATION and WORK

Ambulance Driver

D.O.T. 913883

AMBULANCE DRIVERS give critically ill and injured people a fast trip to hospital for proper medical care.

Do you see the light?

Do you hear the siren?

Well, would you like to feel the

BUMPER?

2

What's It Like To Be An AMBULANCE DRIVER ?

D.O.T 913.883

An *AMBULANCE DRIVER* works indoors. An *AMBULANCE DRIVER* usually spends the entire working day either in an ambulance or in a waiting area for *AMBULANCE DRIVERS*. *AMBULANCE DRIVERS* work for hospitals or for private ambulance services.

An *AMBULANCE DRIVER* must know the proper way to put a patient on a stretcher. When the patient is on the stretcher, the stretcher must be placed in the rear of the ambulance without bouncing the patient around. An *AMBULANCE DRIVER* must be a very skillful driver. An *AMBULANCE DRIVER* must be able to drive fast to get emergency cases to the hospital in time to save a life. An *AMBULANCE DRIVER* must be able to avoid accidents. *AMBULANCE DRIVERS* also have to drive very smoothly since sudden swerves and stops can be bad for severely injured patients.

Every time a patient is taken to the hospital the *AMBULANCE DRIVER* must change the soiled linen on the stretcher. An *AMBULANCE DRIVER* usually has a helper called an ambulance attendant to help lift patients, change soiled linen, and give first aid to some patients. The *AMBULANCE DRIVER* and attendant may also be responsible for cleaning the ambulance.

AMBULANCE DRIVERS may be exposed to many diseases. They may have to work with strong smelling chemical disinfectants. *AMBULANCE DRIVERS* see and hear a lot of things that can be frightening or depressing. *AMBULANCE DRIVERS* do have the satisfaction of doing a job that can save lives every day.

If You Want To Be AN AMBULANCE DRIVER

.You should be able to stay calm in emergency situations.

.You should be able to lift and carry at least 100 pounds.

.You should work well as a member of a team.

.You must be an exceptionally good driver.

.You should be patient and gentle with people who may be in great pain.

.You must have good vision and hearing (glasses and hearing aids are OK).

.You should have enough mechanical ability to make minor emergency repairs to the ambulance.

.You should want to help people.

.You should not mind doing the same thing over and over.

.You should be able to follow instructions well.

.You should be able to tolerate the noise of a siren.

To Prepare Yourself Now...

.A high school diploma will make it easier to find a job as an *AMBULANCE DRIVER*.

.High school courses that will help you are: driver education, biology and automotive shop.

.You should take the best first aid training you can get (contact the Red Cross for training programs in your area).

.The Armed Services offer excellent training in first aid, driving, and simple mechanics.

Special Entry Requirements

.You must have a Red Cross "advanced first aid" card.

.You must have a South Carolina chauffeur's license.

Remember!

.You must be 21 years old to get a job as an *AMBULANCE DRIVER*.

.An *AMBULANCE DRIVER* must be very familiar with the streets in his community.

.Some employers offer paid vacations and holidays, group insurance, free health clinic, and retirement plans.

.Some employers supply free uniforms and free uniform laundry.

.*AMBULANCE DRIVERS* at hospitals may get free or low cost meals while on duty.

.Experienced *AMBULANCE DRIVERS* may apply for registration with the National Registry of Emergency Medical technicians.

A Look Ahead...

There is a good demand for *AMBULANCE DRIVERS* throughout South Carolina. Most jobs are in the larger towns and cities. There are few promotion opportunities for *AMBULANCE DIRVERS*. Advancement is usually in the form of pay raises and a choice of shifts for experienced drivers.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

AMBULANCE DRIVERS may work any shift, 40 hrs/wk
Some *AMBULANCE DRIVERS* are "on call" 5 days and nights each week.
AMBULANCE DRIVERS may work weekends and holidays with days off during the week.

For More Information Write To

.Division of Careers and Recruitment
American Hospital Association
840 North Lakeshore Drive
Chicago, Illinois 60611

More View Jobs To Think About

TITLE	VIEW CARD #
Bus Driver	40
Driver, Racing Car	88
Truck Driver (Local)	286
Truck Driver (Long Haul)	287
Taxi Driver	268

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
Office of Vocational Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

Anesthesiologist

D.O.T. 070.108

ANESTHESIOLOGISTS keep operations from being painful by numbing an area or by keeping the patient unconscious.

. . . and check the oil and water, please.

2

What's It Like To Be An Anesthesiologist

D.O.T 070.108

ANESTHESIOLOGISTS are doctors who specialize in anesthesia. They have two main duties. One is to stop pain. The other is to relax a patient's muscles for surgery or other treatment. Some anesthetics make parts of the body numb. Others make a patient completely unconscious.

There are many ways to anesthelize a patient. Either, nitrous oxide (laughing gas), and other gases are breathed through a mask. Novocaine, Pentothal, and other liquids may be injected with a needle. Hypnotism has also been used in some cases.

Some operations require very deep anesthesia. The muscles may need to be relaxed so much that the patient cannot breath without help. The *ANESTHESIOLOGIST* must then use a respirator to pump air into the patient's lungs. The *ANESTHESIOLOGIST* is also responsible for blood transfusion during an operation. The doctor must replace blood at the same rate it is being lost.

ANESTHESIOLOGISTS may choose the type and amount of anesthetic for an operation. They must keep a patient at the proper level of consciousness for the entire operation. They must also keep a patient breathing and supplied with blood.

ANESTHESIOLOGISTS use many instruments. They use pressure regulators and meters to control the flow of gases. They use other meters and valves to control the flow of blood, liquid anesthetics, and other fluids. They use an instrument called an electroencephalograph to watch brain activity. They use other equipment to check heartbeat, breathing rate, and blood pressure.

If You Want To Be An Anesthesiologist

.You should enjoy scientific work.

.You should have a strong interest in helping other people.

.You should work well as a member of a team.

.You should stay calm in emergencies.

.You should be able to work on your feet for long periods.

.You should have good eyesight and hearing (glasses are OK).

.You should be willing to read and study a lot.

.You should be able to keep track of many details at once.

To Prepare Yourself Now...

.You should finish high school with plans to attend a medical school.

.High school courses that will help you are: Physics, biology, chemistry, and any college preparatory courses recommended by your guidance counselor.

.Specialization in Anesthesiology takes 3 to 4 years of pre-medical study, 4 years of medical school, 1 year of internship, and another 4 to 6 years of advanced hospital training and experience.

Special Entry Requirements

Before beginning the practice of medicine a doctor must be licensed by the state board of medical examiners.

Remember!

.A nurse-anesthetist does some of the work of an *ANESTHESIOLOGIST* with less training. The information sources listed on page 4 can also provide information on nurse-anesthetists.

.Many *ANESTHESIOLOGISTS* have part-time teaching or research jobs.

.Hospitals offer paid vacations, holidays, free or discounted medical service, free uniform service, health insurance, and retirement plans.

.Doctors are frequently exposed to diseases.

.The life of a patient is a big responsibility.

A Look Ahead...

There is presently no state demand indicated by the South Carolina Employment Security Commission. Nationally there are more openings than there are qualified applicants. Many positions are presently being filled by nurse-anesthetists.

Salary

Intern	$6,700/yr.	(National Average)
Resident (1st year)	$10,400	(National Average)
Resident (5th year)	$12,900	(National Average)

Earnings usually increase rapidly after starting private practice.

Hours

Doctors work day or night any day of the week.
They are "on call" for emergencies at any time.

For More [illegible] Write To:

.American Medical Association
535 N. Dearborn Street
Chicago, Illinois 60610

More View Jobs To Think About

TITLE	VIEW CARD #
Medical Assistant	162
Surgical Technician	265
X-Ray Technician	298

State Department of Education
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VITAL INFORMATION for EDUCATION and WORK

Animal Care Technician

D.O.T. 356.834

ANIMAL CARE TECHNICIANS take care of pets and experimental animals in kennels, veterinary hospitals, and laboratories.

Ready for the dog food test, fella?

2

What's It Like To Be An Animal Care Technician? D.O.T 356.874

Most *ANIMAL CARE TECHNICIANS* work in medical laboratories or veterinary hospitals. They are employed by medical schools, research labs, and veterinarians. Some *ANIMAL CARE TECHNICIANS* work in animal production centers which raise animals for sale to experimental labs all over the world.

ANIMAL CARE TECHNICIANS in medical schools and research labs may have many duties. Some technicians may supervise the general care and feeding of the animals. Other technicians may select animals for breeding or for a particular experiment. Many technicians in experimental laboratories assist medical specialists in conducting autopsies.

ANIMAL CARE TECHNICIANS in veterinary hospitals are also responsible for a great variety of duties. In addition to supervising general care and feeding, the technicians must be able to change bandages properly, give pills or injections, and may have to develop X-rays or assist the veterinarian in surgery.

ANIMAL CARE TECHNICIANS employed by an animal production center may have to raise some animals completely free of all germs. They may have to breed other animals to carry a specific type of disease.

No matter where the *ANIMAL CARE TECHNICIAN* works, a lot of the technician's time will be spent studying records and writing reports. Any well-kept animal hospital or research lab smells like antiseptic cleaners. A poorly kept one smells terrible.

If You Want To Be An Animal Care Technician

- You should enjoy taking care of animals.
- You should not mind working in noisy places.
- You should like to work indoors.
- You should be able to lift 100 pounds.
- You should be able to carry 50 pounds.
- You should not mind doing clerical work.

To Prepare Yourself Now...

- You must finish high school with a good academic record.
- You should take a two-year course in laboratory animal care technology. (If the specific course is not available in your area you may also consider a related field of study such as histology (tissue structure), or hematology (blood structure).
- High school courses that will help you are: Algebra, Chemistry, biology, and English.
- Raising hamsters, rabbits, or mice are hobbies which offer good experience in the field.
- Some veterinarians hire high school students as summer help.

Remember!

- If you wish to work with animals but can't accept the necessity of causing pain or injury to experimental animals, you should consider veterinary work rather than laboratory work.
- *ANIMAL CARE TECHNICIANS* who work for veterinarians often work irregular hours.
- Some employers offer tuition assistance for college level studies.
- Many employers offer paid vacations, insurance plans, and retirement programs.

A Look Ahead...

There is a national demand for at least 10,000 more *ANIMAL CARE TECHNOLOGISTS* (1971 estimate). There are no current figures available for South Carolina demand in this occupation. *ANIMAL CARE TECHNOLOGISTS* may become assistant research biologists or they may become full-time animal breeders.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *ANIMAL CARE TECHNICIANS* in laboratories work days, 40/hrs/wk.

Technicians who work for veterinarians may work weekends, evenings or any time an emergency call is received.

For More Information Write To:

.The American Society of Medical Technologists
Suite 1600, Hermann Professional Bldg.
Houston, Texas 77025

.Council on Medical Education of the American Medical Association
535 North Dearborn Street
Chicago, Illinois 60610

More View Jobs To Think About

TITLE	VIEW CARD #
Child-Day-Care-Center Worker	52
Recreation Worker	227

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
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VITAL INFORMATION for EDUCATION and WORK

APPLIANCE SERVICEMAN D.O.T. 827.281

APPLIANCE SERVICEMEN keep refrigerators, freezers, clothes washers, dryers, dishwashers, and stoves properly adjusted and working right.

If my wife ever finds out

I'm running around with

a washing machine....

2

What's It Like To Be An Appliance Serviceman? D.O.T 827.281

An *APPLIANCE SERVICEMAN* works indoors, often in a customer's home. *APPLIANCE SERVICEMEN* often drive light trucks or vans to make service calls. An *APPLIANCE SERVICEMAN* may take an appliance back to his repair shop for major repairs.

APPLIANCE SERVICEMEN usually specialize in the repair of a particular type of appliance. An *APPLIANCE SERVICEMAN* may repair only gas appliances or only electric appliances. Some *APPLIANCE SERVICEMEN* only repair clothes washers and dryers. Others repair only refrigerators and freezers.

APPLIANCE SERVICEMEN must first find out what is wrong with an appliance in order to start repair. A customer may be able to tell the serviceman what is wrong. Many times the customer only says the appliance won't work. The serviceman checks for faulty electric or gas connections. He may use special gas test equipment like vacuum gages, pressure gages, and combustion test equipment. He may use special electrical test equipment like ammeters, ohmmeters, and voltmeters. The *APPLIANCE SERVICEMAN* may have to take an appliance apart and examine the parts to find out the trouble. When the problem is located, the repairman may make adjustments, repair the old parts, or replace some broken or worn out parts.

APPLIANCE SERVICEMEN use many different hand tools such as screwdrivers, wrenches, pliers, and soldering irons. They have to work carefully to avoid getting cut or burned. *APPLIANCE SERVICEMEN* must often work in cramped or awkward positions. They may also have to move heavy appliances around a lot to work on them. Most appliance repair shops are fairly quiet, clean and well-lighted.

If You Want To Be An Appliance Serviceman

.You should like to work indoors.

.You should like to meet and talk with people.

.You should like to work with hand tools and simple test equipment.

.You should like doing many different jobs every day.

.You should like the challenge of figuring out a new problem on every job.

.You should be able to follow instructions well.

.You must have good color vision.

.You should have good eyesight (glasses are OK).

.You should be able to lift as much as 100 pounds.

.You should be a good driver.

To Prepare Yourself Now...

.You will get a job as an *APPLIANCE SERVICEMAN* more easily with a high school education.

.High school courses that will help you are: mathematics, physics, and electric shop.

.You should take courses in basic electricity at an area vocational school or technical education.

Remember!

.The basic on-the-job training lasts from 6 to 12 months.

.About 3 years experience is needed to become fully qualified as an *APPLIANCE SERVICEMAN*.

.Many employers offer paid vacations and holidays, group insurance, sick leave, and retirement plans.

A Look Ahead...

There is a moderate demand in South Carolina for *APPLIANCE SERVICEMEN*. Between 20 and 25 new servicemen are needed each year. Most jobs are found in the larger towns and cities. Many *APPLIANCE SERVICEMEN* work for repair shops that specialize in repairing coin-operated washers and dryers. Experienced servicemen often open their own repair shops.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *APPLIANCE SERVICEMEN* work days, 40 to 48 hrs/wk. Emergency calls may result in overtime work in the evening.

For More Information Write To:

.Association of Home Appliance Manufacturers
20 North Wacker Drive
Chicago, Illinois 60606

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Radio & Television Serviceman	223
Sewing Machine Repairman	244
Small Appliance Repairman	251
Telephone Repairman	277

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

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VIEW

Vital Information for Education and Work

Archeologist

D.O.T. 055.088

ARCHEOLOGISTS study the remains of previous civilizations.

I'll be darned...

It's my old Algebra teacher!

2

What's It Like To Be An Archeologist

D.O.T 055.088

ARCHEOLOGISTS work indoors and outdoors. They try to learn how ancient people lived by studying the things the people left behind.

Some civilizations left written records. The problem is that no one has known how to read those records for thousands of years. Learning to read them is harder than breaking a code written in a foreign language. The lucky discovery of the Rosetta stone allowed *ARCHEOLOGISTS* to read Egyptian records. Many records left by the Etruscans and others cannot be read yet.

Other civilizations left no written records at all. *ARCHEOLOGISTS* must study other remains to learn how the people lived. They dig carefully in places where people used to live. They study old foundations to see how their homes were built. They take many pictures. They also label every scrap of pottery, tools, bone, and wood as it is uncovered.

Many months are spent in laboratories studying the remains. It takes a lot of time to glue pieces of pottery together. Many more hours are spent trying to find out how old the things are. The depth of burial may give some clues to an object's age. Some things are dated by studying the amount of radiation in them. Pieces of wood may be dated by studying the pattern of growth rings.

ARCHEOLOGISTS use many simple hand tools. They use shovels and picks for some digging. They also dig with trowels, spoons, and small brushes to avoid ruining delicate items. They also use tweezers, magnifying glasses, and surveying instruments.

Most *ARCHEOLOGISTS* work for colleges and universities. Some work for museums. Others work for government agencies. Most *ARCHEOLOGISTS* travel a lot. In some ways an archeological expedition is often like a long camping trip.

If You Want To Be An Archeologist

.You should have a lot of patience.

.You should not mind reading and studying a lot.

.You should work well as a member of a team.

.You should not mind spending a lot of time living outdoors.

.You should write well.

.You should not mind working without a strict schedule.

.You should notice details.

.You should have a good memory.

.You should be very interested in people.

To Prepare Yourself Now...

.You should finish high school with plans to study archeology at a college or university.

.High school courses that will help you are: the courses recommended by your guidance counselor to prepare you for an archeology major at a college or university.

.You should begin to consider working toward a master's or doctorate in archeology.

.Photography as a hobby will teach you a skill important to an *ARCHEOLOGIST*.

Remember!

.Depending on the area of specialization an *ARCHEOLOGIST* may have to know any of the following languages: German, French, Latin, Greek, Spanish, Arabic, Turkish, Persian.

.Many archeological expeditions require some hiking and a lot of camping.

.Summer work with archeological expeditions is often available for students.

.*ARCHEOLOGISTS* write many reports, lectures, and articles.

.Fringe benefits vary a great deal depending on what type of agency or institution an *ARCHEOLOGIST* works for.

A Look Ahead...

The South Carolina Employment Security Commission expects no demand for *ARCHEOLOGISTS* in South Carolina during the next five years. Nationally the demand is expected to be good for applicants with a doctorate. There should be some openings for *ARCHEOLOGISTS* with a master's degree, but there will be a lot of competition.

Salary

ARCHEOLOGISTS in U. S. Government service earn from $10,528 per year to $21,686 per year depending on seniority, experience, and educational background. *ARCHEOLOGISTS* in universities are paid at the same rate as other members of the teaching staff.

Hours

Laboratory or Museum work - 5 days, 40 hrs/wk.
Field work - as many hours as necessary to get the job done, usually much more than 40 hrs/wk.

For More Information Write To:

.Smithsonian Associates
Smithsonian Institution
Washington, D. C. 20560

.The American Anthropological Association
1703 New Hampshire Avenue, NW
Washington, D. C. 20009

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VIEW

VITAL INFORMATION for EDUCATION and WORK

ARCHITECT

D.O.T. 001.081

ARCHITECTS plan and supervise construction projects.

Looks okay to me!

2

What's It Like To Be An Architect

D.O.T 001.081

ARCHITECTS design buildings. They do most of their work indoors in an office. Some time is spent outdoors at construction sites.

ARCHITECTS need a lot of information to design a building. Customers decide the basic needs for space and equipment. They also say how much money can be spent. The design must follow local building codes and safety laws. A design must also suit the geology of the customer's property.

The first drawings of the plan are shown to the customer. The customer may then ask for changes in the plan. The final plans are drawn to exact scale. They show the location and size of all details. Engineers help plan the plumbing, heating, and electrical systems. *ARCHITECTS* and engineers work together to select building materials.

Designing is only half of the job. *ARCHITECTS* also help a customer choose a contractor. They also visit the construction site to make sure everything is done according to plan. They study engineers' tests to see that all parts of the work are strong enough.

ARCHITECTS need a lot of training. They must be expert draftsmen. They must know a lot about civil engineering. They must be good artists. A self-employed *ARCHITECT* must also be a good salesman.

If You Want To Be An Architect

.You should follow written instructions easily.

.You should have a good imagination.

.You should write and speak well.

.You should work well as the leader of a group.

.You should enjoy mathematics and science.

.You should be willing to study for many years to qualify yourself for a career as an *ARCHITECT*.

To Prepare Yourself Now...

.You should finish high school with plans to attend a college or university.

.High school courses that will help you are: the courses recommended by your counselor to prepare you for entrance to a college or university.

Special Entry Requirements

.South Carolina *ARCHITECTS* must be licensed by the State Board of Architectural Examiners.

Remember!

.It takes five years in college to earn a Bachelor of Architecture degree.

.*ARCHITECTS* keep samples of their best work to show to possible employers.

.Bad weather or a shortage of building materials may cause long work delays.

.*ARCHITECTS* buy their own drafting equipment.

.Many *ARCHITECTS* are self-employed.

.Architectural firms and contractors usually offer paid vacations, holidays, sick-leave, group health and life insurance, and profit sharing or retirement plans.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for only eight to ten *ARCHITECTS* per year during the next five years. Nationally the demand is expected to be good throughout the '70s.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Self-employed *ARCHITECTS* work whatever hours it takes to get the job done.

Others work 40 hrs., 5 days/wk.

More View Jobs To Think About

.The American Institute of Architects
1735 New York Avenue, NW
Washington, D. C. 20006

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

ARMY

D.O.T. 378 999

Basic Training helps you get started on the right foot (except when you're supposed to start on the left foot).

2

What's It Like To Be In The Army

D.O.T 378 999

There are over 450 different jobs available in the ARMY. Women may work in 434 of them. Many ARMY jobs also are available outside the ARMY. Training and experience in the ARMY can be a valuable aid to starting a civilian career if a person decides not to make a career of the ARMY.

Many ARMY jobs are done outside. There are the Combat Arms (Armor, Artillery, and Infantry). There are also outside jobs in engineering, surveying, communications, and other fields. The ARMY has even more inside jobs. There are typists and clerks in every unit. Other openings include draftsmen, musicians, policemen (military police), printers, mechanics, cooks, and technicians of many kinds.

Basic training is the same for everyone. The first few weeks are spent in classrooms and physical training areas. Trainees learn ARMY regulations. They learn map reading, marksmanship and first aid. The physical training program improves health, strength, and endurance. Women are also given some special training in cosmetology.

Training after Basic Training depends on the ARMY job selected. Some training programs last a little over two years. The shortest ones only last a couple of months. Jobs which require the longest training are only open to people with more than a 2-year enlistment.

If You Want To Be In The Army

.You should have a desire to serve your country.

.You should be willing to work to learn a skill.

.You should like to travel.

.You should follow instructions well.

.You should like to live and work with other people.

.You must be in good enough health to pass a physical examination.

3

To Prepare Yourself Now...

.You should finish high school. The *ARMY* prefers high school graduates. Many *ARMY* jobs are open to high school graduates only.

.High school courses that will help you are physical education and any that apply toward the job you are interested in.

Remember!

.Fringe benefits in the *ARMY* include free meals, free housing, free clothing, free transportation when transfered, free medical care, free sports facilities, Post Exchange and Commissary (low prices), free legal aid, 30 days paid vacation per year, and veterans' benefits.

.If you enlist at 18 and make a career of the *ARMY*, you can retire at 38 (with a lifetime retirement income).

.Free job training includes all books, tools, and other materials.

.The *ARMY* also offers a number of ways to take technical or college courses while in service.

.*ARMY* service counts for Civil Service retirement credit.

.Your choice of jobs will depend on the length of your enlistment, *ARMY* needs, and your scores on **ARMY** tests.

A Look Ahead...

ARMY promotions are regular for those who prove their ability. Pay raises are scheduled for length of service even for those who are not promoted (in ranks above Private).

Salary

Starting Pay: $326.10/month plus fringe benefits.
Extra pay is given for dependants and some jobs such as airborne duty (volunteers only).

Hours

People in the *ARMY* usually work regular hours up to about 45 hours/week.

ARMY personnel are "on call", however, 24 hours/day every day of the year.

For More Information Write To:

.U. S. Army Recruiting Main Station
Suite 306, Kittrell Center
2711 Middleburg Drive
Columbia, South Carolina 29204

OR

Call toll-free 800-523-4800

OR

See your local U. S. Army representative listed in the yellow pages of the telphone directory under "Recruiting - U. S. Armed Forces".

More View Jobs To Think About

TITLE	VIEW CARD #
Air Force	7
Coast Guard	59
Marine Corps	160
National Guard	176
Navy	177
Peace Corps	194

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

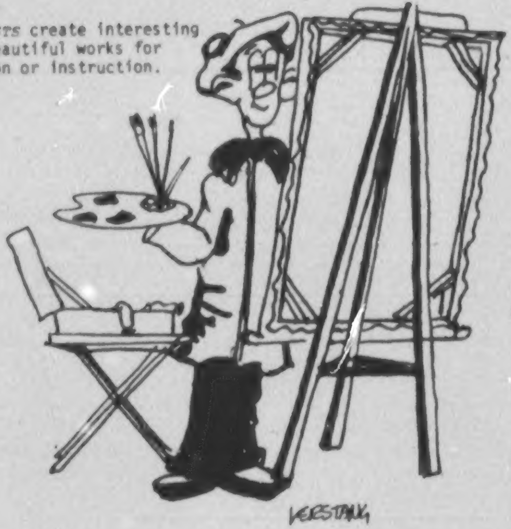
VIEW

VITAL INFORMATION for EDUCATION and WORK

Artist

142
144
D.O.T. 141.081

ARTISTS create interesting and/or beautiful works for decoration or instruction.



Smile!

You're on Candid Canvas.

2

What's It Like To Be An Artist

D.O.T 141.081

ARTISTS work indoors and outdoors. They create works of art for their own pleasure and for the enjoyment of others. They work with many different materials. It would be hard to think of anything that cannot be used in a work of art. In some works of art even the empty space is important.

Their are many fields of art. Two are painting and sculpture. There are many specialities in each field. A painter may only paint landscapes or portraits. A sculptor may work only in metal, clay or stone. There are also many styles. *ARTISTS* may be realists or surrealists. They may be impressionists or expressionists.

ARTISTS have many choices to make. They can choose their own materials, style, and subject. There choices are often affected by what other people will buy. An oil portrait will usually sell for more than a charcoal still-life. A large sculpture often sells for more than a small one.

ARTISTS, especially before they become well-known, may not be able to live on the income from their art. They must earn a living doing some other kind of work. Most successful *ARTISTS* are also good salesmen. They must use every chance to show their work to other people. Art schools have sales and exhibits for students. Museums and art galleries have shows for local *ARTISTS*. Many towns have public art festivals in the Spring or Summer.

If You Want To Be An Artist

.You should have a good imagination.

.You should have a fine sense of color and form.

.You should work well with your hands.

.You should have a lot of patience.

.You should be willing to spend a lot of time learning and practicing new skills.

To Prepare Yourself Now...

.You should finish high school.

.High school courses that will help you are: geometry, art, shop (wood or metal), and any college preparatory courses recommended by your guidance counselor.

.You should choose an art school or university to attend.

.You should use every opportunity to display or sell your art.

Remember!

.Few *ARTISTS* are ever able to make a living entirely from their art.

.Art galleries often charge a large percentage of the selling price to display a local *ARTISTS'S* work.

.A great deal of training and practice is needed to develop even an outstanding talent.

.It takes more than skill to become famous. An *ARTIST* must display a lot of work and sell a lot of work.

A Look Ahead...

The demand for art, especially for original art, depends greatly on the strength of the economy. Art work sells faster and at higher prices in good times. It sells slowly even at low prices during a recession or depression. Even in good times only a small percentage of *ARTISTS* can make a living from art. Many use the income from their art to supplement the salary from another job.

Salary

Income depends on how much the *ARTIST* sells and at what price. At first the price depends mostly on materials used, subject, and the *ARTIST'S* skill. Later, the *ARTIST'S* reputation has a lot of influence on prices.

Hours

Some *ARTISTS* work when they want to work.
Others work when they have to work.

For More Information Write To:

.National Art Education Association
National Education Association
1201 16th Street, NW
Washington, D. C. 20036

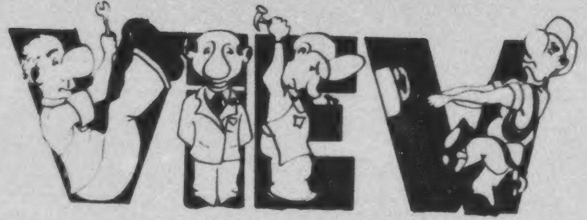
More VIEW Jobs To Think About

TITLE	VIEW CARD #
Cartoonist	47
Commercial Artist	60

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

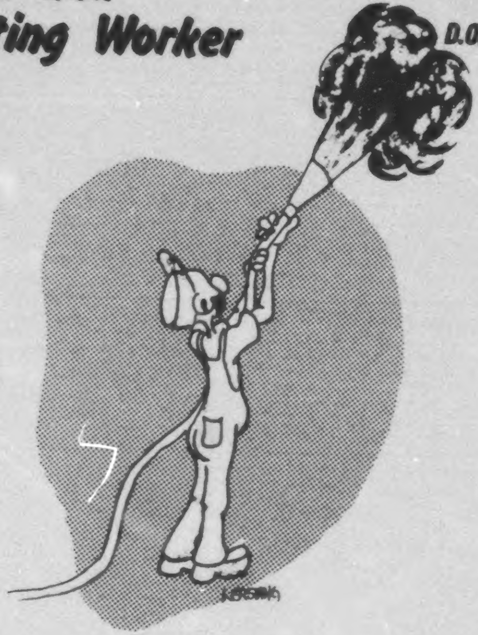


VITAL INFORMATION for EDUCATION and WORK

Asbestos and Insulating Worker

D.O.T. 863.884

ASBESTOS AND INSULATING WORKERS apply materials to walls, ceilings, pipes, and ducts to keep noise and heat under control.



I used to be a
snake handler;
Then, I was a
fireman.
Now, I'm an
insulating worker.
Somehow, it all
seems the same.

2

What's It Like To Be An Asbestos and Insulating Worker? D.O.T 863.884

ASBESTOS AND INSULATING WORKERS may work indoors installing and repairing the material that insulates chemical tanks and pipes, refrigeration systems, or heating equipment. They may work outside on new construction installing materials to control both heat and noise.

Some insulating materials are made in large sheets; others are blocks or tiles. Some insulation is light and fluffy like feathers and is blown into walls or ceilings. Some is mixed with water and troweled into place like cement. Some foam insulation can be sprayed right on a wall or around pipes.

ASBESTOS AND INSULATION WORKERS may use scissors, knives, and saws to cut and shape insulating materials. They use hammers, screw-drivers, wrenches, and power staple guns to attach many types of insulation. Power saws, drills and special spraying equipment may also be used.

ASBESTOS AND INSULATING WORKERS who work on new buildings have to be careful not to fall from scaffolds. Since most of their work has to be done long before the building is finished, the weather can make the job uncomfortable.

ASBESTOS AND INSULATING WORKERS in factories or power stations make regular inspections of insulation around the pipes and machinery. They repair or replace any insulation that is damaged.

ASBESTOS AND INSULATING WORKERS don't have to lift much heavy stuff. They do have to climb, crawl, reach and twist a lot to get to all the places that have to be insulated.

If You Want To Be An Insulating Worker

- You should like to work with your hands.
- You should have good balance and coordination.
- You should not be bothered by dust and dirt.
- You should have good eyesight (glasses are O.K.).
- You should like to do a lot of different things in your work.
- You should not be afraid of heights or small closed places.

To Prepare Yourself Now...

- You may be able to get into a training program without a high school diploma, but learning the job will be easier if you take the right high school courses.
- Some high school courses that can help you are: algebra, geometry, and physical science.
- You should take a high school course in building construction at an Area Vocational Center to get experience in using hand tools and small power tools.
- You should contact labor unions to apply for "improvership" training program.
- If there is no union in your area you should talk to building contractors about asbestos and insulation training.

Here's Something To Look Into:

"Improvership" is a four year, on-the-job training program for *ASBESTOS AND INSULATION WORKERS*. The trainee works with an experienced journeyman to learn the job. At the end of four years the trainee must pass an examination on the work to become a journeyman. A trainee should be between 18 and 30 years old to get an "improvership."

Remember!

- Almost all *ASBESTOS AND INSULATION WORKERS* belong to labor unions.
- Most employers offer group health and life insurance, paid vacations and holidays, and retirement plans.
- Construction workers may be laid off in bad weather.
- Some people are allergic to some insulating materials.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 200 new *ASBESTOS AND INSULATION WORKERS* from 1972 through 1976. The greater use of sound insulation may create some additional jobs.

Salary

Pay Range: $5.50 to $6.00/hr

Hours

Most *ASBESTOS AND INSULATION WORKERS* work days, 37 1/2 to 40 hrs/wk.

For More Information About Asbestos and Insulation Worker Write To:

.Accoustical & Insulating Materials Association
205 W. Touhy Avenue
Park Ridge, Illinois 60068

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Construction Worker	64
Roofer	231

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card: Navy (Card #177)

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

Astronaut

D.O.T. 002.081

ASTRONAUTS are space pilots and scientists who work in space.

Hello,

Mission Control?

I've got this dumb suit on

backward and I can't

reach the zipper!

2

What's It Like To Be An Astronaut

D.O.T 002 081

ASTRONAUTS fly spacecraft. They also perform scientific experiments during space flight. At first each *ASTRONAUT* was required to be a pilot and was taught to perform certain experiments. Now there are two kinds of *ASTRONAUTS*. In addition to the pilot-astronauts there are scientist-astronauts. Scientist-astronauts are scientists who are trained to work in space.

An *ASTRONAUT'S* job begins on the ground. Pilot-astronauts are already experienced pilots. They spend many months learning to fly a spacecraft. They practice every detail in flight simulators. They practice normal missions over and over. They also practice what must be done in any emergency that can be expected. Part of the training is done underwater to simulate weightlessness. Many hours are spent in classrooms learning the mathematics needed to figure out where the spacecraft is and where it is going. Many more hours are spent learning to repair the complicated equipment.

Scientist-astronauts are already experienced scientists. They also spend some time in simulators learning how to work in space. They spend a lot of time in classrooms learning how to survive in space. Experiments must be carefully designed so they can be successfully carried out under conditions of weightlessness. Allowances must also be made for extremes of heat and cold and for high radiation levels in space.

All *ASTRONAUTS* must be very healthy. They must be strong to stand the strain of a rocket takeoff. They must have a lot of endurance to work well in a bulky spacesuit.

If You Want To Be An Astronaut

.You should work well as a member of a team.

.You should have a strong interest in scientific study.

.You should remain calm in emergencies.

.You should be very healthy with no physical handicaps.

.You should have quick reflexes.

.You should work well with your hands.

To Prepare Yourself Now...

.You should finish high school with plans to attend a college or university.

.High school courses that will help you are those recommended by your guidance counselor to prepare you for entrance to a college or university. You should also take as many extra science and mathematics courses as you have time for.

.You should consider military service as a jet pilot after graduation from college if you want to be a pilot-astronaut.

Remember!

.Almost any kind of scientist may be needed in the space program.

.You should check regularly with the National Aeronautics and Space Administration for changes in physical and educational requirements for *ASTRONAUTS*.

.Working conditions in spacecraft are often cramped, crowded, and generally uncomfortable.

.*ASTRONAUTS* get paid vacations, excellent insurance benefits, and retirement plans.

A Look Ahead...

Due to the expense of space exploration and the limited room available in spacecraft, there are only a very few highly qualified people selected as *ASTRONAUTS*. By the time you are ready to become an *ASTRONAUT*, however, most of those now in the program will be ready for replacement. If the space program continues to grow as expected, the number of positions for *ASTRONAUTS* should also increase slightly.

Salary

The salary for *ASTRONAUTS* is classified at this time.

Hours

ASTRONAUTS may be required to work during any time not required for eating and sleeping.

For More Information Write To:

.National Aeronautics and Space Administration
ATTN: Counseling and Career Guidance Offices
Educational Programs Division
Washington, D. C. 20546

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Pilot, Commercial	202

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Navy (Card #177)

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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The South Carolina Employment
Security Commission

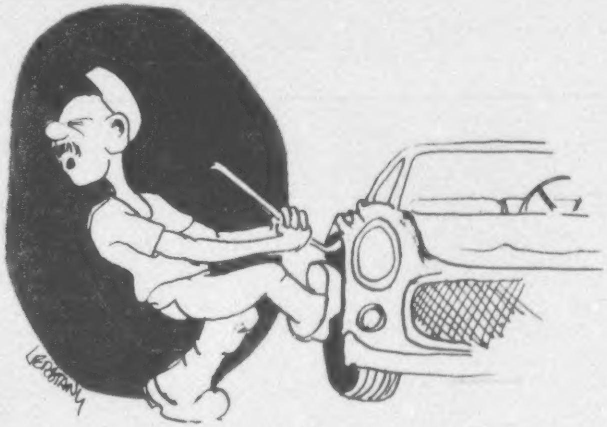
VIEW

VITAL INFORMATION for EDUCATION and WORK

Auto Body Repairman

D.O.T. 807 381

An *AUTOMOBILE BODY REPAIRMAN* straightens frames, smoothes fenders, and replaces smashed parts.



An *AUTOMOBILE REPAIRMAN is a wrinkle remover.*

2

What's It Like To Be An Auto Body Repairman

D.O.T 807 381

An *AUTO BODY REPAIRMAN* works in a body repair shop. Most body repair shops specialize in body repair and repainting. A body repair shop is often very noisy and dusty. It may also be filled with paint fumes.

The *AUTOMOBILE BODY REPAIRMAN* uses hammers, torches and jacks to straighten sheet metal. He uses grinders and sanders to smooth metal surfaces. He may use plastic or solder to fill small dents. The *AUTOMOBILE BODY REPAIRMAN* uses special equipment to straighten bent frames and unit bodies. He may have to weld torn metal or shrink stretched metal with an acetylene torch. In small shops the *AUTOMOBILE BODY REPAIRMAN* may also paint or estimate repair costs. Every job an *AUTOMOBILE BODY REPAIRMAN* does is different.

If You Want To Be An Auto Body Repairman

- You should not mind working in cramped positions.
- You should be strong enough to handle equipment which may weigh 40 pounds or more.
- You should not mind the smell of paint fumes.
- You should like to work with tools.
- You should like the challenge of never having exactly the same job twice.

To Prepare Yourself Now...

.You should complete your high school education.

.Courses in mathematics and drafting will help.

.You should also take high school courses in sheet metal shop and auto mechanics.

.An adult course in auto body repair at an area vocational school or technical education center should be discussed with your counselor and with the local Joint Apprenticeship Committee.

Remember!

.Most employers expect an *AUTOMOBILE BODY REPAIRMAN* to buy his own hand tools.

.Free uniform laundry may be offered.

.Many employers offer paid vacations and holidays as well as life, health and accident insurance.

.Retirement plans may be available.

A Look Ahead...

The demand for *AUTOMOBILE BODY REPAIRMEN* should gradually increase during the next 5 years. More automobiles are being built every year and more are also being wrecked every year. Experienced *REPAIRMEN* may become shop foremen or even open their own body repair shops.

Salary

Pay Range: $3.06 to $5.35/hr. (State Averages)

Hours

Most *AUTOMOBILE BODY REPAIRMEN* work days, 40 hrs/wk. Some rush jobs may need overtime work.

For More Information Write To:

.Automotive Service Industry Association
230 N. Michigan Avenue
Chicago, Illinois 60601

. . . .

The best way to become an *AUTOMOBILE BODY REPAIRMAN* is through an apprenticeship. Read the VIEW card titled *AUTOMOBILE BODY REPAIRMAN APPRENTICE*. Card #21

. . . .

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Sheet Metal Worker	246
Welder	294

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW cards: Air Force (Card #7) Navy (Card #177) Army (Card #16)

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

VITAL INFORMATION for EDUCATION and WORK

Auto-Body Repairman Apprentice

D.O.T. 807.381

An apprenticeship is a contract between you and the company you work for. The employer agrees to teach you all the skills needed to perform your job during a 3 to 5 year training period. The employer also agrees to give you regular pay raises as you complete parts of the program. You must agree to complete the training in the time allowed. You must also agree to attend any vocational classes required by the training schedule.

A person sometimes learns a trade as a helper without an apprenticeship agreement, but a helper doesn't earn as much as an appretice. A helper may not get regular pay raises. A helper may never learn all he needs to know because he won't have a planned program which includes vocational school training or practice in all the job skills.

Following is an example of the type of training you would receive as an Auto Body Repairman apprentice:

(1000 hours equal about six months)

AUTO-BODY REPAIRMAN APPRENTICE

	Approx. Hours
I. STRIPPING WRECKED JOBS	500
A. Removing	
1. Fenders	
2. Doors	
3. Door panels	
4. Upholstery	
5. Glass	
6. Window Regulators	
7. Door Locks	
8. Bumpers	
9. Grills	
10. Hoods	
11. Body segments	
12. Broken Springs	
13. Radiators	
14. Instrument panels	
15. Miscellaneous parts	
II. STRAIGNTENING	1000
A. Frames	
B. Fender supports	
C. Running board supports	
D. Bumper supports	
E. Door panels	
F. Miscellaneous heavy parts	
G. Use of welding torch for heating, shrinking and stretching metal.	

	Approx. Hours
III. BUMPING BODY AND FENDERS	2000
A. Bumping small fender dents	
B. Bumping small body dents	
C. Bumping-out body dents	
D. Major bumping jobs	
E. Roughing out	
F. Straightening miscellaneous parts	
G. Filing	
H. Soldering	
I. Grinding	
J. Use of air solder spray-gun	
K. Use of pneumatic hammer	
IV. WELDING AND BRAZING	800
A. Fender and body cuts	
B. Frames	
C. Bumper and body supports	
D. Working with steel, cast iron, sheet metal and brass	
V. ASSEMBLING AND LINING UP	1200
A. Fenders and body segments	
B. Springs and shocks	
C. Radiators and grills	
D. Door panels, hinges, and doors	
E. Glass - windshields and windows	
F. Bumpers	
G. Lining up wheels, steering equipment, and lights	

	Approx. Hours
VI. FINISH ASSEMBLING	500
A. Installing	
1. Metal trim	
2. Hardware	
3. Locks on doors	
4. Window regulators	
5. Instrument panels	
6. Upholstery	
7. Interior trim	
VII. PAINTING	2000
A. Preparing body and fenders for painting	
B. Sanding and rubdown preparation	
C. Use of spray gun	
D. Touch up with brush	
E. Mix paints	
F. Color matching	
G. Removal of wax	
H. Masking and taping	
I. Air sanding	
Total	8000 hours or 4 years

For more information about Auto-Body Repairman Apprentice programs in your area you should contact either:

Bureau of Apprenticeship and Training
Room 502-A
901 Sumter Street
Columbia, S. C. 29201

Bureau of Apprenticeship & Training
Room 313 Federal Building
334 Meeting Street
Charleston, S. C. 29403

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

VITAL INFORMATION for EDUCATION and WORK

AUTOMOBILE MECHANIC D.O.T. 620 281

An *AUTOMOBILE MECHANIC* is a repair man, a maintenance man, and a diagnostician for cars.

A
AUTOMOBILE
MECHANIC
is a
car-go
expert.

2

What's It Like To Be An AUTOMOBILE MECHANIC

D.O.T 620 281

An *AUTOMOBILE MECHANIC* has three kinds of jobs. One job is to keep cars running right, which is called preventive maintenance. Using a checklist the mechanic looks for worn parts and makes sure everything is adjusted right.

Another job is finding out what is wrong with a car that isn't running right, this is called diagnosis. The mechanic decides what is wrong by looking at the car, by testing different parts, and by listening to the car owner.

The third job is fixing whatever is wrong with a car. To repair the car the mechanic must know how to take it apart and put it back together again. He may use hand tools (hammers, wrenches, screwdrivers) and power tools (drills, air wrenches, hydraulic jacks).

In a small shop the mechanic may also give estimates. He tells the owner how much it will cost to fix his car.

AUTOMOBILE MECHANICS work indoors but the shop may be open and drafty to let exhaust fumes out. A *MECHANIC* has to lift some heavy parts. He sometimes has to work in cramped positions to reach a part. His work is very greasy and dirty.

If You Want To Be An AUTOMOBILE MECHANIC

.You should be strong enough to lift 40 pounds or more.

.You should take pride in doing a good job.

.You should be able to stand working in grease and oil.

.You should pay attention to detail.

.You should not mind explaining to people what you are doing and why.

.You must have mechanical ability.

To Prepare Yourself *Now*...

.A high school education will help you get a job.

.You will need high school courses in Mathematics, Business Arithmetic and English.

.High school courses in auto shop, machine shop, and sheet metal shop will give you a good start.

.An adult course in auto mechanics at an Area Vocational School or Technical Education Center may shorten your training time.

.A part-time or summer job at a service station is good training.

Remember!

.You will need a driver's license.

.All *AUTOMOBILE MECHANICS* start out as trainees. How long you stay a trainee depends on two things: (1) How much you learn in school. (2) How well you work on the job.

.*MECHANICS* are paid in two ways: (1) By the hour. (2) By commission (they get part of the labor charge for their work).

.Some shops offer free uniform laundry.

.*AUTO MECHANICS* usually have to buy their own hand tools.

.Most *AUTO MECHANICS* have their own cars repaired free.

.Some employers offer paid vacations and holidays; life, health and retirement plans.

.Most *MECHANICS* work days, 40 hrs/wk.

A Look Ahead...

More *AUTOMOBILE MECHANICS* will be needed during the next few years. More cars are being built and they are more complicated to work on. Not many people work on their own cars any more. A good *MECHANIC* may become a shop foreman or a service manager. Some all-round *MECHANICS* open their own shops.

Salary

Starting Pay Range: $2.50 to $3.75/hr.

Hours

Most *AUTOMOBILE MECHANICS* work days, 40 to 48 hrs/wk. Some work 4 hours on Saturday morning.

For More Information Write To:

.Automotive Service Industry Association
230 North Michigan Avenue
Chicago, Illinois 60601

The best way to become an *AUTOMOBILE MECHANIC* is through an apprenticeship. Read the VIEW card titled *AUTOMOBILE MECHANIC APPRENTICE*. Card #23

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Airframe & Power Plant Mechanic	8
Diesel Mechanic	78
Farm Equipment Mechanic	101
Motorcycle Mechanic	173

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW cards: Air Force (Card #7) Navy (Card #177) Army (Card #16)

State Department of Education
Office of Vocational Education
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VITAL INFORMATION for EDUCATION and WORK

Automobile Mechanic Apprentice

D.O.T. 620.281

An apprenticeship is a contract between you and the company you work for. The employer agrees to teach you all the skills needed to perform your job during a 3 to 5 year training period. The employer also agrees to give you regular pay raises as you complete parts of the program. You must agree to complete the training in the time allowed. You must also agree to attend any vocational classes required by the training schedule.

A person sometimes learns a trade as a helper without an apprenticeship agreement. A helper doesn't earn as much as an apprentice. A helper may not get regular pay raises. A helper may never learn all he needs to know because he won't have a planned program which includes vocational school training or practice in all the job skills.

Following is an example of the type of training you would receive as an Automobile Mechanic Apprentice:

(1000 hours equal about six months)

Approx. Hours

I. TIRES, SPRINGS, WHEELS, AND BRAKES
   A. Change tires; check wheel and balance
   B. Repair tube with hot patch, including synthetic tire inspection and rotation
   C. Adjust shackles
   D. Remove, clean, apply graphite and assemble springs
   E. Install front individual springing coil springs
   F. Fill and adjust hydraulic shock absorbers
   G. Overhaul snubbers, both hydraulic and friction
   H. Adjust wheel bearings
   I. True brake drums
   J. Remove grease and oil from brake lining
   K. Install and adjust internal brake shoes
   L. Bleed hydraulic brake lines
   M. Install wheel cylinder cups and boots on hydraulic brake system

Approx. Hours

II. WORKING IN TOOL AND PARTS DEPARTMENT — 500
   A. Learning terminology
   B. Becoming acquainted with parts and equipment ordering parts
   C. Care of tools

III. FRONT AXLES AND STEERING GEAR — 500
   A. Rebush and ream King-in bushings
   B. Straighten X-beams and tubular front axle
   C. Adjust front wheel bearings
   D. Align front wheels for toe-in, camber and caster
   E. Adjust drag link and spindle arm tie-rod
   F. Adjust split-nut, worm and sector type steering gear
   G. Adjust cam and lever type steering gear
   H. Install steering shaft and housing and bushings

IV. UNIVERSAL JOINTS, CLUTCHES, TRANSMISSION, REAR AXLE — 1000
   A. Install new discs and corrugated washers on thermoid universal joints
   B. Adjust clutch and pedal clearance
   C. Install throw-out bearings
   D. Adjust multiple-disc clutch
   E. Install clutch-drum and metal fabric discs
   F. Install and adjust shifts, checks, and interlocks
   G. Install counter-shaft assembly
   H. Install and fit and align pilot bushing
   I. Install rear wheel felts in three-quarter axle
   J. Install axle bearings on semi-floating axle
   K. Install new spider and bushings on spider and Hartford universal joint
   L. Fitting and replacing all gears, bushing, bearings and shafts in synchro-mesh, and free wheeling selective type transmission.
      1. Install sliding gears
      2. Install and adjust spacers and bearings
      3. Install synchronizing clutch
      4. Install free wheeling unit
      5. Install clutch rollers
   M. Rivet and adjust ring gear to differential

Approx. Hours

V. ENGINE OVERHAUL 1300
- A. Reface, reseat and grind valves
- B. Adjust tappets
- C. Fit and install piston rings and bushings
- D. Install camshaft
- E. Adjust timing chains
- F. Install new crank shaft and connecting rod bearings
- G. Time valves

VI. COOLING, LUBRICATION, AND FUEL SYSTEMS 400
- A. Install new radiator hoses
- B. Adjust thermostatic valve
- C. Install and adjust new fan belts
- D. Remove old pump packing and replace with new packing
- E. Flushing and back flushings
- F. Replace oil pressure gauge
- G. Repair vane-type oil pump
- H. Replace gears in oil pump
- I. Clean and flush motors
- J. Oil and grease fan bearings
- K. Fill or pack universal joints
- L. Clean and fill differential and transmission
- M. Clean and grease fron wheel bearings
- N. Lubricate completely the running gear
- O. Clean sediment bulb and screens
- P. Clean carburetor and adjust float level
- Q. Make test and repair vacuum tank
- R. Correct electric fuel gauge
- S. Overhaul A. C. fuel pump
- T. Repair short on electric unit of fuel pump
- U. Adjust carburetor float level
- V. Adjust down-draft carburetor
- W. Clean and adjust multiple-jet carburetor
- X. Clean and adjust metering-pin carburetor
- Y. Vacuum setting for carburetor

VII. BODY AND FRAME 1300
- A. Remove and replace running boards and fenders
- B. Remove dents from fenders and body
- C. Remove and replace upholstery
- D. Install door-glass
- E. Square and line up frame
- F. Panel replacements
- G. Shrinking and stretching of metals

Approx. Hours

VIII. STORAGE BATTERIES, LIGHTS, MOTORS, GENERATORS, IGNITION 1300
- A. Completely overhaul battery
- B. Adjust headlights, horn, wipers
- C. Install radio
- D. Install sealed beams
- E. Overhaul starting motor
- F. Adjust generator charging rate
- G. Test and adjust generator replay
- H. Test generator armature for grounds, shorts, or open circuits
- I. Test generator field coil for grounds, shorts, or open circuits
- J. Install new generator bearings
- K. Install and fit new generator brushes
- L. Repairing and installing voltage regulartors and cut-outs
- M. Recutting armature
- N. Clean and adjust breaker points and spark plugs
- O. Test ignition coil and timing
- P. Synchronize breaker points
- Q. Install new condenser
- R. Check and repair magnetos
- S. Distributor overhaul

IX. WORKING IN PAINT ROOM 1000
- A. Preparing body and fenders for painting-sanding and rubdown
- B. Use of spray gun
- C. Touch up with brush
- D. Mix paints
- E. Color matching
- F. Masking and taping
- G. Air sanding

Total 8000 hours
or 4 years

For more information about Automobile Mechanic Apprentice programs in your area you should contact either:

Bureau of Apprenticeship and Training
Room 502-A
901 Sumter Street
Columbia, South Carolina 29201

OR

Bureau of Apprenticeship and Training
Room 313 Federal Building
334 Meeting Street
Charleston, South Carolina 29403

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

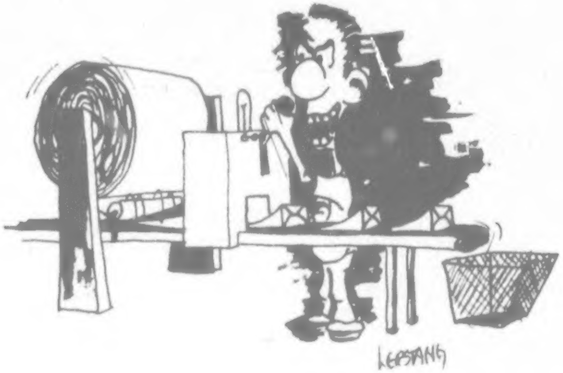
The South Carolina Employment
Security Commission

VITAL INFORMATION for EDUCATION and WORK

Bag Machine Operator

D.O.T. 649.885

A *BAG MACHINE OPERATOR* runs a machine that cuts and folds paper into tubes and then folds and glues one end to make a bag.



Sackin' out on the job again, huh!

2

What's It Like To Be A Bag Machine Operator?

D.O.T 649.885

A *BAG MACHINE OPERATOR* works in a factory where bags are made. A bag machine makes bags out of long sheets of paper or plastic which come wound on tubes like huge rolls of paper towels.

To make paper bags a *BAG MACHINE OPERATOR* slides a post through the center of a roll of paper. The *BAG MACHINE OPERATOR* fastens the post in place by boltine rings or collars around the post next to the roll. Next, the *BAG MACHINE OPERATOR* uses a power hoist to lift the roll onto the starting end of the bag machine. If there is part of the last roll still in the machine, the operator can just tape the beginning of the new roll to the end of the old one and start the machine. If the machine is empty, the operator has to thread the machine like you thread film in a movie projector.

The machine cuts the paper, folds it, and then glues it together at one end and down the side to make a bag. The machine may also print words or pictures on the paper.

The operator has to watch the machine to make sure everything works right. The operator may have to adjust different parts of the machine to make the bags come out neatly folded, the right size, and with all the printing in the right places. An operator may also have to keep the machine supplied with ink and glue.

Bag machines are very noisy. They shake when they run and everything around them shakes a little too, including the *BAG MACHINE OPERATOR*. *BAG MACHINE OPERATORS* have to follow safety rules so they won't be mashed by a heavy roll of paper or get a hand caught in the rollers or cutters of the machinery.

If You Want To Be A Bag Machine Operator

- You should like to work with your hands.
- You should enjoy mechanical work.
- You should not mind working in a noisy place.
- You should not be bothered a lot by vibration.
- You should not mind getting grease or ink or glue on your hands.
- You should like to work indoors.

3

To Prepare Yourself Now...

- You can learn to operate a bag machine without a high school education, but it will be a lot easier to get the job first if you have a diploma.
- You should take high school vocational courses in printing or machine shop at an Area Vocational Center.
- Your vocational counselor may be able to give you some aptitude tests which can help you decide whether you should become a *BAG MACHINE OPERATOR*.

Remember!

- A *BAG MACHINE OPERATOR* usually starts out as a helper for an experienced operator.
- A helper can learn to be a *BAG MACHINE OPERATOR* in less than three months.
- Many *BAG MACHINE OPERATORS* belong to labor unions.
- Most employers offer paid holidays and vacations.
- Most employers in the paper industry pay all or almost all of the cost of life and health insurance.
- Some employers have uniforms and uniform laundry service for machine operators.
- Many employers offer profit sharing and retirement plans.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 250 new *BAG MACHINE OPERATORS* during the next five years (through 1976). There are not many promotions to other jobs for *BAG MACHINE OPERATORS*. A senior operator may become a foreman and supervise other *BAG MACHINE OPERATORS*.

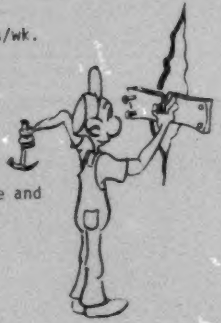
4

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

BAG MACHINE OPERATORS work any shift, 40 hrs/wk.



For More Information Write To:

.International Union, United Automobile, Aerospace and
Agricultural Implement Workers of America
8000 E Jefferson Avenue
Detroit, Michigan 48214

More View Jobs To Think About

TITLE	VIEW CARD #
Drill Press Operator	87
Offset Duplicating Machine Operator	183
Punch Press Operator	220
Screw Machine Operator	239

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VIEW

VITAL INFORMATION for EDUCATION and WORK

BAKER

D.O.T. 526 781

A BAKER makes cakes.

A BAKER also makes bread, biscuits, cookies, crackers, doughnuts, muffins, pies, pretzels, puddings, rolls, tarts, and cupcakes. A BAKER may be a chemist who invents new recipes or improves old ones. A BAKER may be an artist who decorates cakes and pastries.

sometimes
a baker is
just a
sweet little squirt

2

What's It Like To Be A BAKER

D.O.T 526 781

A BAKER works indoors out of the weather, but he may not always be comfortable. A BAKER may have to work near large ovens. He may pack some products in freezers. In areas where some products are made, the air is kept warm and damp. Almost everywhere BAKERS work there is the smell of fresh bread.

A BAKER who works in a large plant often has to push or pull carts heavily loaded with dough or ingredients from one place to another. BAKERS sometimes have to lift as much as 100 pounds and they must lift and carry up to 50 pounds many times during a day's work. A BAKER must work well with his hands and should have a good sense of smell and of taste. He may have to do part of his work stooping or kneeling. BAKERS may operate machines which mix ingredients, divide the dough, roll the dough, or mold the dough into different shapes. Things which are done by machines in a large bakery are often done by hand in a small bakery.

A BAKER may specialize in making just one product or type of product; he may instruct others who are learning to bake; or he might open his own bakery to make and sell his own goods. Some BAKERS work in the laboratories of large companies making and testing new recipes.

If You Want To Be A BAKER

.You should like to work around food.

.You should like to work inside.

.You must be a neat, clean person.

.You must be strong enough to work on your feet all day and you should be able to lift up to 100 pounds.

.You should not mind doing the same thing over and over.

.You should be able to follow instructions well.

.You should work well with other people.

.You should like to work with your hands.

BAKER 3

DOT 526 781

To Prepare Yourself Now...

.High school courses in arithmetic, Biology, and Chemistry are helpful.

.A high school diploma will lead to more rapid promotions.

.Food Service courses in high school, vocational school, or The Armed Services may qualify you to begin work as a BAKER'S APPRENTICE.

Special Entry Requirement

.Some counties require food service employees to obtain a health card from the County Health Department.

Remember!

.Uniforms are usually provided by the employer.

.An apprentice BAKER earns regular pay while training.

.Most bakeries offer paid vacations and holidays.

.BAKERS can earn extra pay for overtime and evening work.

.Some employers offer hospitalization insurance, life insurance, and retirement plans.

.Most bakery workers belong to a union.

.95% of all BAKERS are men.

A Look Ahead...

Because more machines are being used in the baking industry, the demand for BAKERS is expected to decrease through 1975. Most openings will be replacement jobs for BAKERS who are quitting or retiring, but not all will be replaced. There were about 500 bakers' helpers working in South Carolina in 1970. The South Carolina Employment Security Commission expects only about 480 to be employed in 1975.

BAKER 4

DOT 526 781

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most BAKERS work days or nights, 40 hrs/wk

For More Information Write To:

.American Bakers Association
1700 Pennsylvania Ave., N.W.
Washington, D. C. 20006

.Bakery and Confectionery Workers International
Union of America
1828 L Street, N. W.
Washington, D. C. 20036

One way to become a BAKER is through an APPRENTICESHIP. Read the VIEW card titled BAKER APPRENTICE.

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Cook & Chef	49
Dietetic Technician	56
Food Assembler	79
Retail Meat Cutter	161

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VITAL INFORMATION for EDUCATION and WORK

BAKER APPRENTICE

D.O.T. 526.781

An apprenticeship is a contract between you and the company you work for. The employer agrees to teach you all the skills needed to perform your job during a 3 to 5 year training period. The employer also agrees to give you regular pay raises as you complete parts of the program. You must agree to complete the training in the time allowed. You must also agree to attend any vocational classes required by the training schedule.

A person sometimes learns a trade as a helper without an apprenticeship agreement, but a helper doesn't earn as much as an apprentice. A helper may not get regular pay raises. A helper may never learn all he needs to know because he won't have a planned program which includes vocational school training or practice in all the job skills.

Following is an example of the type of training you would receive as a Baker Apprentice.

(1000 hours equal about six months)

	Approx. Hours
I. BASIC SKILLS	
A. Weighing of properly processed ingredients	300
B. Mixing and conditioning of dough, batter, batch, etc.	1500
C. Make-up into units	2400
D. Further processing by baking(or frying, freezing, or cooking)	500
E. Finishing and decorating	1000
F. General Work	300
Total	6000 hours or 3 years

BAKER APPRENTICE

Following is an outline of the specific training undertaken to acquire the basic skills listed pn page I.

I. PIE MAKING
  A. Fruit pies
    1. Preparation of crust
    2. Preparation of filing
    3. Oven technique
  B. Soft Pies - Custard Meringues
    1. Preparation of crust
    2. Preparation of filling
    3. Oven technique
  C. Chiffon Pies
    1. Preparation of crusts
      a. Regular crust
      b. Graham cracker crust
      c. Short dough crust

II. Preparation of Yeast Goods
  A. Fermentation
  B. Straight doughs and sponge doughs
  C. Rolled-in doughs
  D. Types of yeast products
    1. Breads
      a. White breads
      b. Whole wheat and graham
      c. Various national breads
      d. Raisin and nut
      e. Hearth breads, including Rye, French, Italian
    2. Rolls
      a. Soft rolls (hamburger, parker, etc.)
      b. Hard rolls (Kaiser, French, etc.)
    3. Buns
      a. Cinnamon buns, sticky buns, streusel buns and endless variations from same basic dough
    4. Yeast raised doughnuts
    5. Coffee cakes and Danish
      a. Basic sweet yeast dough
      b. Sponges
      c. Rolled-in babka
      d. Fillings

III. CAKE MAKING
- A. High ratio cakes
    - 1. Yellow
    - 2. Devils food
    - 3. White
- B. All purpose cakes
- C. Sponge cakes
- D. Chiffon
- E. Angel
- F. Miscellaneous cakes specialties
    - 1. Old fashioned pound cake
    - 2. Modern pound cake
    - 3. White pound cake
    - 4. Fruit cakes (light and dark)
    - 5. Honey cake
    - 6. Spice cake
    - 7. Molasses
    - 8. Cheese cake
    - 9. Petits-fours

- G. Decorating and Finishing
    - 1. Use of tools
    - 2. Media and vehicles
        - a. Fondant
        - b. Butter cream
        - c. Whipped cream
        - d. Chocolate
    - 3. Application
        - a. simple finishing
        - b. Tube work
        - c. Butter cream sculpture
        - d. Flowers and figures
    - 4. Color harmony, design, composition
        - e. Piping Jel
        - f. Pulled sugar
        - g. Marzipan

IV. COOKIE MAKING
- A. Rolled out cookies
- B. Dropped
- C. Bagged
- D. Bars
- E. Fancy
- F. Wirecut
- G. Macaroons

V. PREPARATION OF MISCELLANEOUS SPECIALTIES
- A. Puff Pastry
- B. Eclairs, French crullers
- C. Biscuits, baking powder crullers
- D. Muffins
- E. Almond past specialties
- F. Strudel
- G. Other fillings and toppings
- H. Pizza pie

VII. GENERAL WORK

Cleaning and greasing pans; cleaning of utensils; care of machinery; proper storage of materials; replenishing stock in shop: personal cleanliness; handling and racking of baked goods.

For more information about Baker Apprentice programs in your area you should contac *either*:

Bureau of Apprenticeship and Training
Room 502-A
901 Sumter Street
Columbia, South Carolina 29201

OR

Bureau of Apprenticeship and Training
Room 313 Federal Building
334 Meeting Street
Charleston, South Carolina 29403

State Department of Education
Office of Vocational Education
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VITAL INFORMATION for EDUCATION and WORK

BANK CLERK

D.O.T. 219 388

BANK CLERKS sort, record, and distribute the documents and papers that tell banks where all their money is.

Gardeners have green thumbs;
Bank Clerks have green backs.

2

What's It Like To Be A BANK CLERK?

D.O.T 219.388

A *BANK CLERK* works indoors in a clean, comfortable, air-conditioned bank. *BANK CLERKS* sort checks. They total the credits (money added) and debits (money subtracted) for each account. They prepare monthly statements which show the activity and balance of each account.

There are many kinds of *BANK CLERKS*. Sorters separate checks, deposit slips and other papers and record each batch to be charged to the proper account. Proof machine operators use automatic equipment that sorts and records paperwork at the same time. Exchange clerks handle foreign accounts. Mortgage clerks type legal papers for loans on real estate. Transit clerks sort checks and drafts from other banks. Banks also employ bookkeepers, accounting clerks, and many different clerks who work with electronic data-processing equipment.

Beginners usually start as file clerks, keypunch operators, transit clerks, or clerk-typists. Most bank jobs are in big cities. The 500 largest banks employ over half of all the bank employees in this country.

If You Want To Be A BANK CLERK

.You must have a good reputation as an honest person.

.You should be able to keep confidential matters to yourself.

.You should enjoy working with other people.

.You should be able to make mature decisions.

.You should have normal hearing (a hearing aid is OK) and normal vision (glasses are OK, too).

.You should be willing to check your work carefully until it is right.

.You should pay close attention to details.

.You should not mind working for a long time sitting down.

.You must like to work with numbers.

To Prepare Yourself Now...

.You will need a high school education.

.High school courses that will help are: English, typing, and business arithmetic.

.You should take the office occupations courses at an area vocational school or technical education center.

Remember!

.*BANK CLERKS* may get reduced interest rates on bank credit cards and loans.

.You may have to take intelligence and aptitude tests to be hired as a *BANK CLERK*.

.Bank employees can qualify themselves for promotions by taking banking courses offered by the American Institute of Banking.

.Some banking associations offer scholarships for outstanding employees to take banking-related courses at universities.

.Most banks offer paid vacations and holidays, free checking accounts, retirement plans and group insurance.

A Look Ahead...

There is a very good demand for all types of clerical employees in South Carolina banks. *BANK CLERKS* may be promoted to minor supervisory positions. With additional experience and training *BANK CLERKS* may be promoted to such jobs as teller or credit analyst. With college training *BANK CLERKS* may eventually be promoted to bank officer positions.

Salary

Starting Pay Range: $1.89 to $2.05/hr

Hours

BANK CLERKS usually work days, 40 hrs/wk
Overtime may be required during auditing or for the preparation of monthly statements.

For More Information Write To:

.American Bankers Association
Personnel Administration and
Management Development Committee
1120 Connecticut Avenue, N.W.
Washington, D. C. 20036

.National Association of Bank Women, Inc.
National Office
111 E. Wacker Drive
Chicago, Illinois 60601

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Accounting Clerk	1
Bookkeeper	34
Payroll Clerk	193
Production Clerk	214

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
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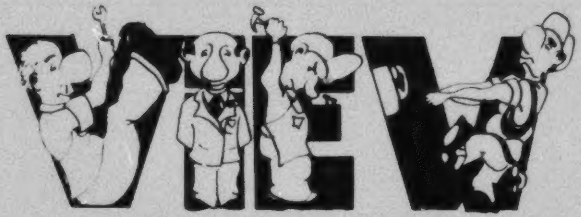
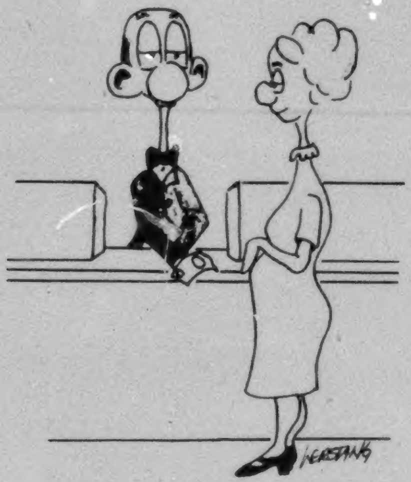


VITAL INFORMATION for EDUCATION and WORK

Bank Teller

D.O.T. 212.368

BANK TELLERS take bank customers' money to put in the customers' accounts and give it back when the customers want it.



Is this your first bank robbery madam? They usually want more than just bus fare.

2

What's It Like To Be A Bank Teller?

D.O.T 212.368

A *BANK TELLER* works in the front office of a bank. Banks are clean, quiet places to work. Most banks have good lighting, year-round air-conditioning, wall-to-wall carpets, and comfortable office furniture.

BANK TELLERS count and record withdrawals (money taken out of an account) and deposits (money put into an account). Part of the *BANK TELLER'S* job is a lot like the job of a cashier in a store. The *BANK TELLER* may count cash or checks on an adding machine. Some machines stamp the date and the amount withdrawn or deposited on the customer's savings passbook or on a deposit slip.

At the end of the day (or at lunch time) the tellers check the amount of money in each cash drawer to see if any mistakes have been made (this is called "balancing"). Tellers who make a lot of mistakes don't stay tellers very long.

A bank may be very busy two or three times each day. When the bank is busy, each teller may have a long line of customers waiting. A teller must be able to work very quickly so people won't have to wait in line too long. Of course, more people are upset by mistakes with their money than they are by waiting so tellers can't go too fast to do the job right.

Bank customers may visit a bank many times without talking to anyone but the bank's tellers. If the tellers aren't nice, the customer will probably find another bank. Tellers have to be pleasant and courteous even on busy days when nothing seems to work right.

If You Want To Be A Bank Teller

- You should enjoy working with numbers.
- You should like to work indoors.
- You should like to work with other people.
- You should be neat and friendly.
- You must be able to take responsibility for your own work.
- You should be honest.
- You should not mind standing up while you work.

3

To Prepare Yourself Now...

- You must finish high school.
- High school courses that may help you are: typing, bookkeeping, and business mathematics.
- You should take vocational courses in Office Occupations at an Area Vocational Center.

Remember!

- If you have any criminal convictions on your record you cannot be a *BANK TELLER*.
- Two out of three *BANK TELLERS* are women.
- On-the-job training may last a few weeks or a year.
- *BANK TELLERS* may get free checking service and low interest loans.
- You may have to take intelligence and aptitude tests to get a job as a *BANK TELLER*.
- Bank employees can qualify for promotions by taking courses offered by the American Institute of Banking.
- Some banking associations offer scholarships for outstanding employees to take banking-related courses at universities.
- Most employers offer paid vacations and holidays, retirement plans, and group insurance.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 1,800 new *BANK TELLERS* during the next 5 years (through 1976). Most *BANK TELLERS* are never promoted to other jobs. Some tellers may become head tellers after several years of experience. With college training, a *BANK TELLER* may become an officer of the bank.

4

Salary

Starting Pay Range: $2.01 to $2.33/hr

Hours

BANK TELLERS work days, 35 to 40 hrs/wk.

For More Information Write To:

.American Bankers Association
Personnel Administration and Mangement Development Committee
1120 Connecticut Avenue, NW
Washington, D. C. 20036

.National Association of Bank Women, Inc.
National Office
111 E. Wacker Drive
Chicago, Illinois 60601

More View Jobs To Think About

TITLE	VIEW CARD #
Cashier	48

State Department of Education
Office of Vocational Education
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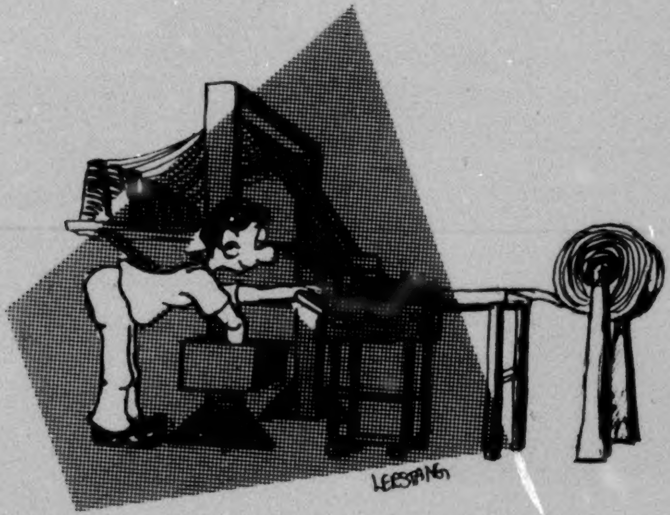
VIEW

VITAL INFORMATION for EDUCATION and WORK

Battery Hand

D.O.T. 683.886

BATTERY HANDS keep looms supplied with yarn for weaving cloth.



A empty battery is to a loom as a
dead battery is to a flashlight.

2

What's It Like To Be A BATTERY HAND?

D.O.T 683.886

BATTERY HANDS work in textile mills. They work in rooms where yarn is woven into cloth. The cloth is woven on machines called looms. *BATTERY HANDS* load a part of the loom called a battery. The battery holds small spools of yarn called quills.

BATTERY HANDS fill carts called battery buggies with full quills. They push the buggies from loom to loom filling the batteries with quills. They may also pick up empty quills.

BATTERY HANDS are always walking or standing. They don't have to lift anything heavy. They do have to bend over a lot. They bend to get full quills from the supply box. They bend to pick up empty quills. A lot of bending may make a *BATTERY HAND'S* back tired.

A weave room is a very noisy place to work. The air is kept warm and damp. (Weaving works best in warm, damp air.) Weave rooms are well lighted. There is usually only a little lint in the air.

If You Want To Be A BATTERY HAND

.You should prefer to work indoors.

.You should like to work around large machines.

.You should not mind doing the same things over and over.

.You should not mind working in a very noisy place.

.You should be able to work standing up for several hours.

.You should have a strong back.

To Prepare Yourself Now...

- You can probably get a job as a *BATTERY HAND* without a high school education, but getting hired is usually easier if you do have a diploma.
- You should take a course in textiles at an Area Vocational Center while you are in high school.
- You may be able to get a part-time job in a textile mill during your junior or senior year.

Remember!

- About half the textile mills in South Carolina pay the entire cost of some types of employee insurance.
- Many companies share the cost of insurance with their employees.
- Most companies also offer employee discounts, educational assistance, pensions, and retirement plans. Some give vacation bonuses.
- Some textile workers belong to labor unions.
- On-the-job training for a *BATTERY HAND* takes about four weeks.
- Because the weave room has to be kept warm and damp, *BATTERY HANDS* sweat a lot even when they aren't working very hard.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 150 *BATTERY HANDS* during the next five years (through 1976). There are few opportunities for promotion. Transfers to other departments of the mill may give reliable, experienced workers a chance to earn more money.

Salary

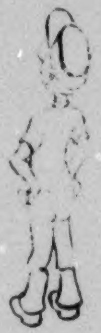
Pay Range: $2.12 to $2.19/hr. (State Average)

Hours

BATTERY HANDS work days, evenings, or nights; 40 hrs/wk.

Many textile mills have swing shifts (workers change shifts each week).

BATTERY HANDS may work some weekends (they get other days off during the week).



For More Information Write To:

Public Relations Division
American Textile Manufacturing Institute, Inc.
1501 Johnston Building
Charlotte, North Carolina 28202

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Card Tender	44
Cloth Inspector	56
Drawing Tender	86
Fly Frame Tender	109
Knitting Machine Operator	142
Opener and Feeder Tender	185
Picker Tender	202
Spinner	255
Spinning Doffer	256
Spooler Tender	257
Weaver (Automatic Loom)	293
Winder Operator	296

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

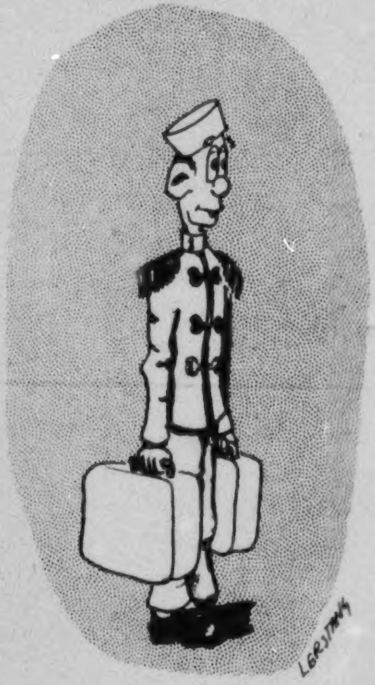
The South Carolina Employment
Security Commission

VITAL INFORMATION for EDUCATION and WORK

BELLMAN

D.O.T. 324 878

A *BELLMAN* works for a hotel. He greets the guests, carries their baggage, takes them to their room and runs errands.



No sir, I haven't seen her.

I meant these bags.

2

What's It Like To Be A BELLMAN

D.O.T 324 878

BELLMEN work in hotels and some large motels. A hotel is a clean, comfortable place to work. A *BELLMAN'S* job is to make guests at the hotel comfortable. He should also make the guests feel welcome. The *BELLMAN* gets the guests' room keys after they have registered. He carries the guests suitcases to the room. The *BELLMAN* checks the room to be sure it is clean and that all the lights work. He also looks to see that there is enough soap, towels and coathangers.

The *BELLMAN* is a hotel's closest contact with the guests. A *BELLMAN* must make a good impression so people will enjoy staying at the hotel. Satisfied customers also give bigger tips. The *BELLMAN* must be neat, courteous, and pleasant even with grouchy guests. He should be able to tell guests places to go and things to see in his area. He should deliver messages and run errands promptly.

BELLMEN often work on weekends and holidays. They may work rotating shifts. Most hotels provide the uniform and free laundry service. Some hotels offer free meals for *BELLMEN*.

A *BELLMAN* has to be on his feet all day and carry a lot of heavy luggage. In some small hotels the *BELLMAN* may help the telephone switchboard operators or elevator operator.

If You Want To Be A BELLMAN

- You should enjoy meeting people.
- The employer will expect you to be neat, clean, courteous, and pleasant to talk to.
- Personal references are important and an employer will check to see what the people you know think about you.
- If you have a poor job record or have been convicted of serious crimes you probably won't get this kind of work.
- In many areas a *BELLMAN* only works during the summer or winter months.
- You should be able to carry up to 25 pounds, lift 50 pounds, and work on your feet all day.

To Prepare Yourself Now...

- .A high school education may help you get the job.
- .Courses in Distributive Education are recommended.
- .Temporary jobs at summer or winter resort areas may give you a start.
- .Many *BELLMEN* take hotel management courses at night or by correspondence.
- .Some elevator operators are promoted to *BELLMEN*.

Remember!

- .Most *BELLMEN* work weekends and holidays.
- .Some employers offer paid vacations, group insurance.
- .Uniforms and uniform laundry are usually free.
- .Some hotels offer free meals to *BELLMEN*.

A Look Ahead...

Since most *BELLMEN* work in large hotels the jobs are found mostly in large cities. The demand for *BELLMEN* is expected to increase gradually during the next few years. The opportunities for promotion are very few. Only the best and most experienced *BELLMEN* are promoted to bell captain and very few bell captains are promoted to superintendent of service.

Salary

Starting Pay Range: $1.60/hr

Hours

Most *BELLMEN* work 40 hours/wk or rotating shifts. They usually work weekends and holidays.

For More Information Write To:

.American Hotel & Motel Association
Kellogg Center, Michigan State University
East Lansing, Michigan 48823

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Stewardess, Airline	260
Waiter & Waitress	289

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

Bill Collector

D.O.T. 240.368

BILL COLLECTORS make sure people pay for what they buy on credit terms.

Just let me keep the barrel and I'll pay you next month, okay? ...... OKAY?!?

2

What's It Like To Be A Bill Collector?

D.O.T 240.368

BILL COLLECTORS work indoors and outdoors. *BILL COLLECTORS* may work for department stores, loan companies, banks, or other businesses that sell products or services. Many *BILL COLLECTORS* work for collection agencies that handle accounts for many companies.

A *BILL COLLECTOR'S* workday often begins in a business office. The *BILL COLLECTOR* looks through files of customer accounts and picks out the ones with overdue payments. The first step in collecting an overdue bill is usually a letter politely asking the customer to pay. Often, two or three letters are sent before anything else is done to collect the payment. Sometimes the *BILL COLLECTOR* doesn't even see an account until clerks have already sent several letters requesting payment.

The *BILL COLLECTOR* may telephone the customer to ask for payment. If nothing else works, the *BILL COLLECTOR* goes to talk to the customer in person. The *BILL COLLECTOR* may help a customer arrange to make smaller payments (for a longer time). Sometimes a *BILL COLLECTOR* has to reposses (take back) merchandise that a customer can't or won't pay for. Most companies would rather have the money than the merchandise if there is any way at all to get the customer to pay the bill.

If customers move away without paying their bills, the *BILL COLLECTOR* have to find them. The *BILL COLLECTOR* may be able to get the customer's new address from the post office, the telephone directory, or from the customer's old neighbors. People the customer worked with or other businesses who have accounts for that customer can also help the *BILL COLLECTOR*.

BILL COLLECTORS spend a lot of time driving and walking and talking to other people to find customers who owe money. Sometimes a *BILL COLLECTOR* also drives a truck to pick up merchandise which is being repossessed.

If You Want To Be A Bill Collector

- You should be very loyal to the company you work for.
- You should be sincere and must be able to convince people that you mean exactly what you say.
- You should not lose your temper easily.
- You should not mind meeting and talking with people who may think of you as an enemy.
- You should not give up easily.
- You should not be easily influenced by "hard luck" stories.

3

To Prepare Yourself Now...

- You should finish high school.
- High school courses that will help you are: English, economics and business mathematics.
- A Distributive Education course can give you experience in the retail business.
- Business courses in finance and credit can help you get faster promotions.

Remember!

- A *BILL COLLECTOR* must be bondable, so if you have a criminal record you probably won't get the job.
- *BILL COLLECTORS* usually drive their own cars or a company truck, so you will need a driver's license.
- Some employers offer paid vacations, holidays, group insurance, profit sharing plans, and retirement plans.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 350 *COLLECTORS* during the next 5 years (through 1976). *BILL COLLECTORS* may be promoted to credit managers in many businesses. Some *COLLECTORS* with money to invest start their own collection agencies.

4

Salary

Starting Pay Range: $1.95 to $2.85/hr

Hours

Most *BILL COLLECTORS* work 35 to 40 hrs/wk. They may work almost any time of day.

For More Information Write To:

- The National Consumer Finance Association
1000 16th Street N.W.
Washington, D. C. 20036

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Adjustment Clerk	3
Telephone Service Representative	278

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

VIEW

Vital Information for Education and Work

Biologist

D.O.T. 041.081

BIOLOGISTS study living things in laboratories and in natural surroundings.

I knew I should have caught him when he was a caterpillar.

2

What's It Like To Be A Biologist

D.O.T 041.081

There are over 140 different kinds of *BIOLOGISTS*. Some do most of their work indoors. Others work outdoors nearly all the time.

Agronomists study methods of farming. They study ways to improve the soil. They develop stronger varieties of crops. They study new ways of planting and harvesting.

Husbandry specialists study methods of breeding domestic animals. They find ways to make livestock grow larger and faster. They also study ways to increase milk and egg production through careful breeding.

Zoologists study all kinds of animal life. Some study animals in their natural surroundings. Others work in laboratories.

Entomologists study insects. Some just identify and classify insects. Others research methods of controlling insects. They may do much of their work outdoors.

Physiologists study how living things work. They may specialize in the study of one life process. Some study circulation. Others study nerves, digestion, or cell growth.

Pathologists study diseases. They also study the aging process. They may specialize in the pathology of humans, animals, or plants.

Ecologists study the effects of the natural surroundings or living things. They study man's effect on nature. They study the ways living things depend on each other.

Many *BIOLOGISTS* work for colleges and universities. Others do research for private companies. *BIOLOGISTS* also work for government agencies.

If You Want To Be A Biologist

.You should enjoy mathematics, chemistry, and biology courses.

.You should notice details.

.You should have a lot of patience.

.You should work well as a member of a team.

.You should not be discouraged easily.

.You should be willing to study for many years to qualify yourself as a *BIOLOGIST*.

To Prepare Yourself Now...

- .You should finish high school with plans to attend a college or university.
- .High school courses that will help you are: the courses recommended by your guidance counselor to prepare you to study for a Bachelor of Science degree in Biology.

Remember!

- .The best jobs go to *BIOLOGISTS* with more than a bachelor's degree.
- .Summer jobs as lab assistants are often available to biology students.
- .The highest paid jobs for *BIOLOGISTS* are in private industrial and business firms.
- .Fringe benefits and working conditions vary depending on the type of employer and the individual's biological specialty.

A Look Ahead...

The South Carolina Employment Security Commissions expects a statewide demand for only six to eight *BIOLOGISTS* during the next five years. Nationally the demand is expected to be much higher but there will also be a lot of competition. The best jobs will go to *BIOLOGISTS* with a master's degree or doctorate.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *BIOLOGISTS* work 5 days, 40 hrs/wk.

For More Information Write To:

.American Institute of Biological Services
3900 Wisconsin Avenue NW
Washington, D. C. 20016

.American Physiological Society
9650 Rockville Pike
Bethesda, Maryland 20014

More View Jobs To Think About

TITLE	VIEW CARD #
Biologist, Marine	33
Environmental Health Technician	98
Oceanographer	180
Zoologist	300

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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Security Commission

VIEW

Vital Information for Education and Work

Marine Biologist

D.O.T. 041.081

MARINE BIOLOGISTS study life in oceans, lakes, and streams.

Boy! They'll never believe this back at the lab.

2

What's It Like To Be A Marine Biologist

D.O.T 041.081

Marine biology is also called biological oceanography. Marine biology is a specialty in the field of biology. Biological oceanography is a specialty in the field of oceanography. The work is the same no matter what the job is called.

MARINE BIOLOGISTS study plant and animal life in the oceans. They try to find ways to improve the use of the oceans as a source of food.

MARINE BIOLOGISTS may work outside or inside. Much work is done in biological laboratories. Some of the work must be done on research ships in all kinds of weather. A research ship may be very crowded. It may stay at sea for many weeks at a time. It may not be comfortable at all in bad weather.

Nets and special dredges are used to collect samples. Some samples are collected by hand, using skindiving equipment. Samples may be examined on board the ship and/or preserved for study in a laboratory. Many kinds of lab equipment are used to dissect and examine the samples. Underwater photography is also an important tool of the *MARINE BIOLOGIST*.

MARINE BIOLOGISTS study the local conditions of the water where each sample is collected. They record the amounts of various chemicals in the water. They measure temperature at various depths. They often work very closely with other oceanographers.

If You Want To Be A Marine Biologist

.You should not mind spending part of your time at sea.

.You should be able to work outside in almost any kind of weather.

.You should not mind spending a lot of time standing or sitting at a lab desk.

.You should have good eyesight (glasses are OK).

.You should notice details.

.You should like scientific work.

.You should like to work with laboratory instruments.

.You should not mind reading and studying a lot to keep up with changes in your work.

To Prepare Yourself Now...

.You should finish high school with plans to attend a college or university.

.High school courses that will help you are: the courses recommended by your guidance counselor to prepare you for a major in biology or oceanography.

.Summer jobs in laboratories or on research ships may be available for college students studying marine biology.

Remember!

.Many jobs for *MARINE BIOLOGISTS* require more than four years of college.

.A *MARINE BIOLOGIST* may spend weeks or months at a time on board a research ship.

.Government agencies and universities offer paid vacations and holidays, sick leave, and retirement plans.

A Look Ahead...

The South Carolina Employment Security Commission expects no immediate statewide demand for *MARINE BIOLOGISTS*. Nationally there are also few job openings in this field. However, there are few qualified graduates to fill what openings there are, so job prospects should be good throughout the '70s. The greatest opportunities will be for persons with a doctorate in marine biology.

Salary

MARINE BIOLOGISTS working for U. S. government agencies earn from $7,694 per year to $21,686 per year depending on educational background, experience, and seniority. Pay in colleges and universities is comparable to that of other professors.

Hours

In laboratories: 5 days or 40 hrs/wk.
At sea: 7 days or as many hours as possible per week.

For More Information Write To:

.American Institute of Biological Services
3900 Wisconsin Avenue, NW
Washington, D. C. 20016

.American Physiological Society
9650 Rockville Pike
Bethesda, Maryland 20014

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Biologist	32
Environmental Health Technician	98
Zoologist	300

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card: Navy (Card # 177)

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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Security Commission

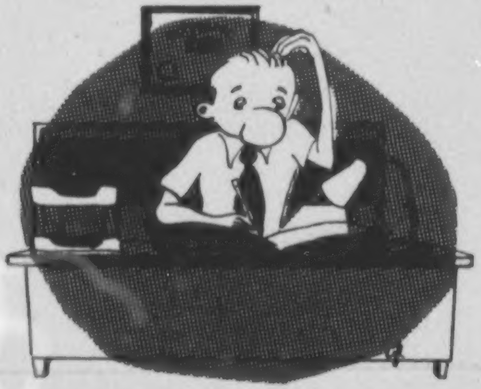
VIEW

VITAL INFORMATION for EDUCATION and WORK

Bookkeeper

D.O.T. 210 388

A BOOKKEEPER keeps detailed daily records so a business will know when it is making money, how much it is making, where it is coming from, and how it is being spent.



How many books can a bookkeeper keep if a bookkeeper can keep books?

2

What's It Like To Be A BOOKKEEPER

D.O.T 210 388

A BOOKKEEPER works in the accounting office of a business. Most BOOKKEEPERS work for department stores, banks, insurance companies, government agencies, manufacturing firms, and hospitals. An accounting office is usually a clean, comfortable, well-lighted place.

A BOOKKEEPER keeps records of money the company owes and money other people owe to the company. BOOKKEEPERS collect information from sales slips, invoices, check stubs and other business records. They check arithmetic and enter each day's record in account books. BOOKKEEPERS combine all their records in one book called the master ledger.

BOOKKEEPERS may also figure employee wages and taxes. They may prepare monthly statements to mail to a business's customers. BOOKKEEPERS often operate adding machines, calculators and bookkeeping machines.

In a large office there may be many BOOKKEEPERS. A BOOKKEEPER in a large office may do only one or two jobs all the time. Some small offices may have only one BOOKKEEPER who does many different jobs every day.

If You Want To Be A BOOKKEEPER

.You should like to work with numbers.

.You should be able to do simple arithmetic without making mistakes.

.You should have good eyesight (glasses are OK).

.You should like doing the same detailed jobs over and over.

.You should be able to follow instructions exactly.

.You should not mind sitting down for long periods.

.You should be able to lift and carry about 10 pounds.

.You should have very neat handwriting.

To Prepare Yourself Now...

- .You should complete your high school education.
- .High school courses that will help you are: business arithmetic, typing, English, and business machine operation.
- .You should take bookkeeping courses at an area vocational school.
- .If bookkeeping courses are not available in your area you should take office occupations courses.

Remember!

- .Most employers require that *BOOKKEEPERS* be bonded.
- .Most employers require character references for *BOOKKEEPERS.*
- .For government jobs *BOOKKEEPERS* have to take civil service exams.
- .Most employers offer paid vacations and holidays, sick leave, group insurance, and retirement plans.
- .Some employers offer profit sharing or discounts.

A Look Ahead...

South Carolina businesses need nearly 500 new *BOOKKEEPERS* a year. Most of the jobs are in the larger cities and industrial areas, but there are some openings throughout the state. Qualified *BOOKKEEPERS* may be promoted to accountant or controller with additional school training. Some *BOOKKEEPERS* are self-employed.

Salary

Starting Pay Range: $1.60 to $3.75/hr

Hours

Most *BOOKKEEPERS* work days, 40 hr/wk
Overtime is sometimes needed to meet deadlines

For More Information Write To:

.Division of Vocational and Technical Education
Bureau of Educational Assistance Programs
U. S. Office of Education
Washington, D. C. 20202

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Accounting Clerk	1
Bank Clerk	27
Payroll Clerk	193
Production Clerk	214

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card # 7) Army (Card # 16) Navy (Card # 177)

State Department of Education
Office of Vocational Education
Research Coordinating
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Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

BOX BOY

D.O.T. 920 887

A *BOX BOY* puts groceries in bags or boxes and takes them to the customers' cars.

Fitting $20.00 worth of groceries into one bag just isn't the challenge it used to be.

2

What's It Like To Be A BOX BOY

D.O.T 920 887

BOX BOYS work for grocery stores. The most important part of a *BOX BOY'S* job is putting groceries in bags. The groceries have to be sorted so that the bags are not too heavy and so that things which break easily are on top. After bagging the groceries the *BOX BOY* may carry them to the customer's car or place them in a cart for the customer.

BOX BOYS also help keep the store clean by sweeping and mopping. They keep the cashier's stand supplied with bags and register tapes. *BOX BOYS* gather empty shopping carts from aisles and parking lots. They also pick up trash and move empty bottles out of the way. In some stores *BOX BOYS* mark prices and stack groceries on the shelves.

BOX BOYS work mostly afternoons, evenings, and weekends from 10 to 40 hours a week. They have to go outside a lot no matter what the weather is like. The *BOX BOY* has to work carefully even when he is in a hurry. He has to stay on his feet all the time and carry packages that may weigh up to 25 pounds.

If You Want To Be A BOX BOY

.You should be neat and clean in appearance.

.Since you meet the store's customers you should be pleasant and friendly.

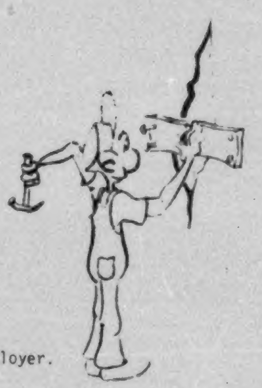
.You must be healthy enough to stay on your feet for a long time, work in all kinds of weather, and carry heavy loads.

To Prepare Yourself Now...

.A high school education is not necessary to do the work but will help you get the job.

.Courses in Distributive Education may help you get promotions.

.Part-time jobs as a *BOX BOY* may be available at local grocery stores after school hours.



Remember!

.A white jacket or apron is usually provided by the employer.

.*BOX BOYS* may be required to join a union.

.Some people give tips, but the tips are small.

.Some employers offer paid vacations and insurance plans.

.Most *BOX BOYS* work evenings and weekends.

.*BOX BOYS* usually must be at least 16 years old.

.A good employment record in any kind of work can help you get this job.

A Look Ahead...

There will be a steady demand for *BOX BOYS* over the next five years with a need for about 400 in South Carolina. Most *BOX BOYS* change jobs for careers in other occupations. Some students in marketing courses work part-time as *BOX BOYS* for the experience. Dependable *BOX BOYS* may be promoted to many other jobs in a grocery store.

Salary

Starting Pay Range: $1.60/hr

Hours

Most *BOX BOYS* work days, 40 hr/wk
Some *BOX BOYS* work part-time, afternoons or evenings

For More Information Write To:

.National Association of Retail Grocers of the
United States; Inc.
Suite 620, 200 Spring Road
Oak Brook, Illinois 60521

More View Jobs To Think About

TITLE	VIEW CARD #
Cleaning & Laundry Counter Girl	54

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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The South Carolina Employment
Security Commission

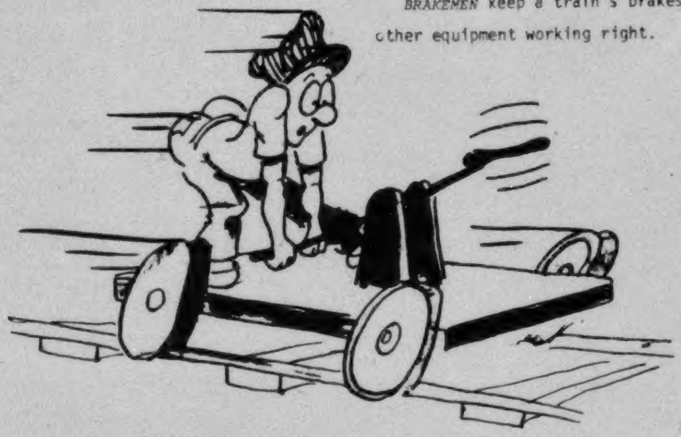
VIEW

VITAL INFORMATION for EDUCATION and WORK

Railroad Brakeman

D.O.T. 910.364
910.884

BRAKEMEN keep a train's brakes and other equipment working right.



Brakes!?

There ain't no brakes!

2

What's It Like To Be A Railroad Brakeman

D.O.T 910 364
884

RAILROAD BRAKEMEN may work indoors or outdoors. They may ride the trains or work in a switchyard.

PASSENGER TRAIN BRAKEMEN do most of their work inside. They check couplings, air hoses, and other equipment before a train leaves the station. They help passengers board. They adjust lights, air conditioning and heating. In an emergency stop they put out warning signals at both ends of the train. The may also collect tickets or make minor repairs.

FREIGHT TRAIN BRAKEMEN also inspect train equipment. They usually ride with the engineer and watch for signals from other crew members. They put out warning signals for emergency stops. They also operate switches to leave cars at local sidings. *FREIGHT TRAIN BRAKEMEN* work outside about as much as inside.

YARD BRAKEMEN work in switchyards. They move cars around to put trains together. They do all their work outside. Fewer *YARD BRAKEMEN* are needed each year because of the greater use of automatic switching equipment.

BRAKEMEN separate cars by lifting a lever to release the coupling hinge. They connect hoses to the airbrakes on each car. All the brakes can then be controlled from the engine. Before the hoses are connected the brakes are controlled by turning a large handwheel at each end of a car. *BRAKEMEN* often use hand signals or lanterns to tell other crewmen when to throw a switch or move a car.

If You Want To Be A Railroad Brakeman

.You should not mind working outdoors.

.You should enjoy working with your hands.

.You should not mind doing the same things over and over.

.You should follow instructions well.

.You should work well by yourself or as a member of a team.

.You should work carefully, even when you have to hurry.

.You should have good eyesight and hearing.

To Prepare Yourself Now...

.You will need a high school diploma to get a railroad job.

.High school courses that will help you are: machine shop and physical education.

Remember!

.Railroad employees usually must pass strict physical examinations.

.Most *BRAKEMEN* start out as replacements for regular workers who are sick or on vacation. They are "on call" day or night until they can be moved into a regular position.

.Many railroad workers belong to labor unions.

.Promotions are determined by company need, seniority, and testing.

.Most employers offer life insurance, medical insurance, and retirement plans.

A Look Ahead...

The need for *RAILROAD BRAKEMEN* is expected to continue to decline due to the increased use of automatic switching equipment. The South Carolina Employment Security Commission expects a demand for only about 60 *BRAKEMEN* in South Carolina during the next four years.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Yard brakemen:	5 days, 40 hrs/wk.
Freight brakemen:	100 miles or 8 hrs/day
Passenger brakemen:	150 miles or 7½ hrs/day

For More Information Write To:

.Association of American Railroads
Transportation Building
Washington, D. C. 20006

More View Jobs To Think About

TITLE	VIEW CARD #
Engineer, Locomotive	97

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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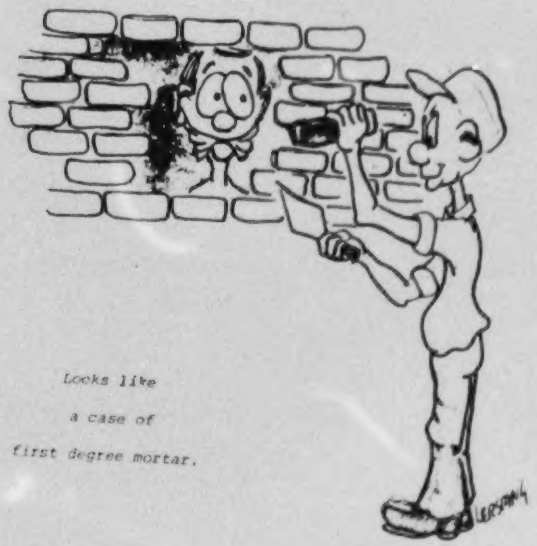
Security Commission

VITAL INFORMATION for EDUCATION and WORK

BRICKLAYER

D.O.T. 861 381

A *BRICKLAYER* builds walls, chimneys, porches, columns and sometimes floors.



Looks like
a case of
first degree mortar.

2

What's It Like To Be A BRICKLAYER

D.O.T 861 381

A *BRICKLAYER* works outside. If it is cold enough to freeze the mortar or raining too hard to mix the mortar, the *BRICKLAYER* cannot work. Most *BRICKLAYERS* work on new construction projects. They often work high on scaffolds. One danger in construction work is being hit by falling objects. If a *BRICKLAYER* isn't careful he may become a falling object.

BRICKLAYERS spread mortar and place brick, concrete blocks, tile, or terra cotta to make walls, arches, columns and other structures. The *BRICKLAYER* uses levels, gage lines, and plumb lines to keep his work straight and level. Some of the hand tools a *BRICKLAYER* uses are trowels, hammers, chisels and jointers. A *BRICKLAYER* has to read blueprints and solve some mathematical problems. When a *BRICKLAYER* finishes building a wall he has to caulk around windows and doors and clean the brick with chemicals, water, or steam.

BRICKLAYERS work in the daytime 40 hours per week. A *BRICKLAYER* doesn't work much overtime and bad weather may keep him from working much in the winter.

If You Want To Be A BRICKLAYER

.You should be able to work in many kinds of weather.

.You shouldn't mind working high above the ground.

.You should be strong enough to work on your feet all day lifting bricks that may weigh from 10 to 30 pounds apiece.

.Your eyesight, balance, and coordination must be good.

To Prepare Yourself Now...

.You will have a better chance of becoming an apprentice if you have a high school education.

.You should take high school courses in mathematics, mechanical drawing, shop, and blueprint reading.

.A building trades course in brick masonry at an Area Vocational School or Technical Education Center can shorten your training time.

.You should ask about the need for *BRICKLAYER APPRENTICES* in your area.

.A summer job as a *HOD CARRIER OR BRICKLAYER'S HELPER* will give you some job experience.

.You should get to know some *BRICKLAYERS* who will recommend you for an apprentice job.

Remember!

.There must be a need for another *BRICKLAYER* before an apprentice or a helper is promoted.

.Apprentices are promoted before helpers.

.*BRICKLAYERS* buy their own hand tools.

.*BRICKLAYERS* don't work much during the winter and may lose time between jobs.

.Some employers offer health insurance, life insurance and retirement plans.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for over 600 new *BRICKLAYERS* in South Carolina during the next five years. A good *BRICKLAYER* may be promoted to foreman or superintendent. Some *BRICKLAYERS* start their own businesses as contractors.

Salary

Starting Pay Range: $4.00 to $6.00/hr
(AFTER Apprenticeship)

Hours

BRICKLAYERS work days, 40 hrs/wk

For More Information Write To:

.Bricklayers, Masons, and Plasterers'
International Union of America
815 Sixteenth Street, N.H.
Washington, D. C. 20006

.Associated General Contractors of America
1957 E Street, N.W.
Washington, D. C. 20006

.Brick Institute of America
1750 Old Meadow Road
McLean, Virginia 22101

. . . .

. The best way to become a *BRICKLAYER* is through an apprenticeship. .
. Read the VIEW card titled *BRICKLAYER APPRENTICE*. CARD # 27 .

. . . .

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Cement Mason	36

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

VITAL INFORMATION for EDUCATION and WORK

Bricklayer Apprentice

D.O.T. 861.381

An apprenticeship is a contract between you and the company you work for. The employer agrees to teach you all the skills needed to perform your job during a 3 to 5 year training period. The employer also agrees to give you regular pay raises as you complete parts of the program. You must agree to complete the training in the time allowed. You must also agree to attend any vocational classes required by the training schedule.

A person sometimes learns a trade as a helper without an apprenticeship agreement, but a helper doesn't earn as much as an apprentice. A helper may not get regular pay raises. A helper may never learn all he needs to know because he won't have a planned program which includes vocational school training or practice in all the job skills.

Following is an example of the type of training you would receive as a Bricklayer Apprentice:

(1000 hours equal about six months)

BRICKLAYER APPRENTICE

	Approx. Hours
I. LAYING OF BRICKS, INCLUDING: A. Mixing mortar, cement and patent mortar; B. Building footings and foundations C. Plain exterior brickwork (straight wall work, backing up brickwork) D. Building arches, broins, columns, piers, corners E. Planning and building chimneys, fireplaces and flues, floors and stairs	3000
II. LAYING OF STONE, INCLUDING: A. Cutting and setting of rubblework or stonework B. Setting of cut-stone trimmings C. Butting ashlar	600
III. POINTING, CLEANING AND CAULKING, INCLUDING: A. Pointing brick and stone, cutting and raking joints B. Cleaning stone, brick and tile (water, acid, sandblast) C. Caulking stone, brick and glass block	200

BRICKLAYER APPRENTICE

	Approx. Hours
IV. LAYING OF BUILDING UNITS, INCLUDING: A. Terra cotta and tile block cutting and setting B. Cutting, setting and pointing of cement blocks, artificial stone, glass blocks and cork C. Blockarching	1700
V. FIREPROOFING, INCLUDING: A. Building party walls (partition tile, gypsum blocks, glazed tile, terra cotta) B. Standardize firebrick C. Specialties	300
VI. CARE AND USE OF TOOLS AND EQUIPMENT, INCLUDING: A. Trowels, brickhammer, plumb rule, scaffolds, cutting saws and welding equipment	200
TOTAL	6000 hours or 3 years

For more information about Bricklayer Apprentice programs in your area, you should contact either:

Bureau of Apprenticeship and Training
Room 502-A
901 Sumter Street
Columbia, South Carolina 29201

OR

Bureau of Apprenticeship and Training
Room 313, Federal Building
334 Meeting Street
Charleston, South Carolina 29403

State Department of Education
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Research Coordinating
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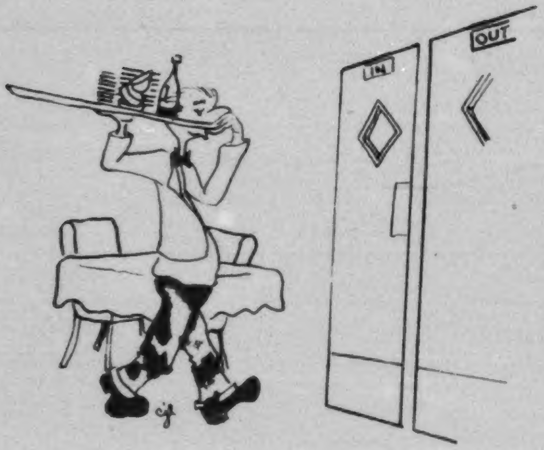
VIEW

VITAL INFORMATION for EDUCATION and WORK

BUS BOY

D.O.T. 311 878

A *BUS BOY* helps restaurants stay clean, neat and ready to serve customers all day long and sometimes most of the night, too.



This is one way to learn the ins and outs of the restaurant business.

2

What's It Like To Be A BUS BOY

D.O.T 311 878

BUS BOYS work in restaurants and cafeterias. They keep the dining area clean and neat.

BUS BOYS arrange the tables and chairs before the restaurant opens. They put out silverware and other items to prepare for the first customers of the day.

BUS BOYS remove dirty dishes from the tables. They use trays or small carts to carry dirty dishes back to the kitchen. They wipe tables clean and set them up for the next customers.

Sometimes *BUS BOYS* also carry trays of food out from the kitchen. They may place full trays on folding stands for the waiters and waitresses to serve from. During rush hours when many people are eating breakfast, lunch or dinner the *BUS BOYS* may have to work very fast. Trays of dishes may be heavy. They feel heavier by the end of a busy day.

After the restaurant closes, the *BUS BOYS* clean up for the next day. They may stack the chairs on the tables. They sweep and mop the floors. They may also clean counters or stack dishes and glassware.

If You Want To Be A BUS BOY

.You should be willing to take orders and follow instructions.

.You must have neat, clean personal habits.

.You should be able to stay patient with impatient people.

.You should be able to work fast during rush hours without dropping things or getting flustered.

.You should like to work indoors.

.You should be able to work on your feet all day.

.You should be able to lift and carry about 50 pounds.

To Prepare Yourself Now...

.You may need a high school diploma to get a job as a *BUS BOY*.

.If you plan to move up to better jobs in the restaurant business you should take business arithmetic and English (grammar and spelling).

.You should take food services courses at an area vocational school.

.You may be able to get a part-time job as a *BUS BOY* while you are still in school.

Remember!

.You may have to get a health card from your County Health Department to work as a *BUS BOY*.

.On-the-job training takes two or three days.

.Some employers will not hire *BUS BOYS* under 18 or 21 years old.

.Many employers supply free uniforms and uniform laundry for *BUS BOYS*.

.Many employers offer free meals during working hours.

.Some employers offer paid vacations, health and welfare plans, and sick leave.

A Look Ahead...

South Carolina needs 60 new *BUS BOYS* every year. Jobs may be found in nearly all cities and towns. Qualified *BUS BOYS* may become waiters, cooks, chefs, or even managers with additional school training and restaurant experience.

Salary

Average Starting Pay: $1.60/hr

Hours

BUS BOYS may work days or evenings, 8 hrs/day, 7 days/wk

For More Information Write To:

.National Institute for the Food Service Industry
120 S. Riverside Plaze
Chicago, Illinois 60606

.Council on Hotel, Restaurant, and Institutional
Education
1522 K Street, N.W.
Washington, D. C. 20005

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Dishwasher	82
Kitchen Helper	141

For armed services training availability in this occupation call the toll-free numbers listed on page 5 of the following VIEW card(s): Air Force (Card #7) Navy (Card #177)

State Department of Education
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Security Commission

VIEW

Vital Information for Education and Work

Bus Driver

D.O.T. 913.463

A *BUS DRIVER* is a public chauffeur.

Whose bus gonna have a 33 foot steering column!?

2

What's It Like To Be A Bus Driver?

D.O.T 913.463

Some *BUS DRIVERS* drive long distances from city to city. Others drive local buses from place to place in one city or town.

Before leaving the garage, a *BUS DRIVER* must check the bus's tires, lights, oil, water, windshield wipers, and brakes. On the road a *BUS DRIVER* is also responsible for collecting tokens, tickets, or cash fares from the passengers. A *BUS DRIVER* must keep careful records of the mileage driven and the amount of fares collected. He must also report any delays or accidents.

Driving a bus full of people in a lot of traffic can be very tiring, and very hard on a *BUS DRIVER'S* nerves. A *BUS DRIVER* may have a hard time keeping on schedule when the traffic is heavy or when very few passengers have the right change for the fare.

No matter how tired or nervous a *BUS DRIVER* is, he must still be courteous and friendly to passengers. *BUS DRIVERS* often have to answer questions about bus routes, schedules, and transfer points. *BUS DRIVERS* who have many accidents or passenger complaints about them may lose their jobs. "Extra" drivers who stay on schedule and have good safety records get the quickest promotions.

If You Want To Be A Bus Driver

- You should be able to work well without anyone telling you what to do next.
- You should be able to take a lot of responsibilities.
- You should be courteous and kind to other people.
- You should have steady nerves.
- You should like to work with other people.
- You must have good vision (glasses are O.K.), good hearing, and the ability to judge distances well.
- You must have good coordination.
- You must have a very good driving record.
- You must not have any physical disabilities.

To Prepare Yourself Now...

- You will need a high school diploma or certificate.
- High school courses that will help you are: English (grammar and spelling), business mathematics, and driver education.
- You will need a driver's license and will probably have to get a chauffer's license later on.
- Driving a truck or delivery van is good experience.

Special Entry Requirement!

- You will have to get a chauffer's license to drive a long distance bus and may have to have one to drive a local bus.

Remember!

- Most transit companies prefer to hire drivers who are over 21 years old, with at least 2 years driving experience.
- You must have a good driving record.
- You should ask local bus companies about their height and weight restrictions.
- Many *BUS DRIVERS* belong to labor unions.
- Most *BUS DRIVERS* are men.
- Most employers offer paid vacations, group insurance, and retirement plans.
- Long distance drivers must be familiar with Interstate Commerce Commission regulations.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 450 new *BUS DRIVERS* during the next 5 years (through 1976). Some *BUS DRIVERS* may be promoted to dispatchers, supervisors or managers. For most drivers, seniority gives greater choice of routes and schedules.

Salary

Starting Pay Range: $2.47 to $3.54/hr.

Hours

BUS DRIVERS usually work days or evenings, 40 hrs/wk. Weekend and holiday work is often necessary.

For More Information Write To:

.Greyhound Bus Lines
Greyhound Tower
Phoenix, Arizona 85077

.Amalgamated Transit Union, AFL-CIO
5025 Wisconsin Avenue, NW
Washington, D. C. 20005

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Ambulance Driver	10
Driver, Racing Car	88
Driver - Salesman	89
Taxi Driver	268
Truck Driver (Local)	286
Truck Driver (Long Haul)	287

For Armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
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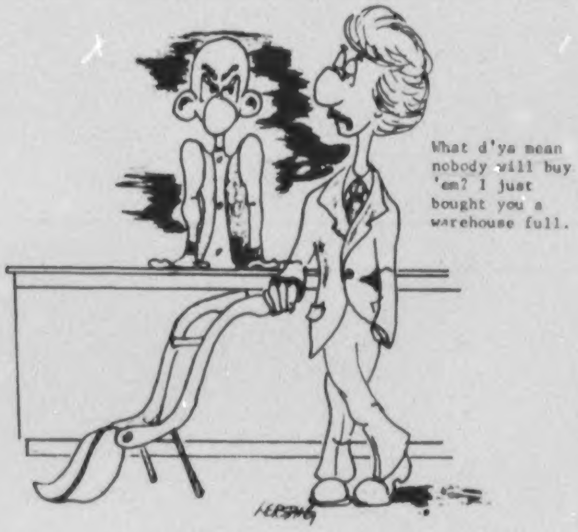
VIEW

VITAL INFORMATION for EDUCATION and WORK

Buyer

D.O.T. 162.158

BUYERS buy merchandise at wholesale prices to be sold again at a profit.


What d'ya mean nobody will buy 'em? I just bought you a warehouse full.

2

What's It Like To Be A Buyer?

D.O.T 162.158

A *BUYER* works for a retail store. *BUYERS* purchase merchandise at wholesale prices to be resold at a profit.

A *BUYER* must know what price the store's customers are willing to pay. The *BUYER* studies sales records to see how much was sold the year before and at what prices it was sold. *BUYERS* look through other stores to see what prices the competitors are getting.

After deciding what merchandise to buy, a *BUYER* must also figure out how much can probably be sold before the season is over or new models come out. Style changes are very important in the clothing industry.

A *BUYER* has to budget very carefully to stay well-stocked on the best selling items and still have money to spend on new items or special bargains. What makes the job even harder is that most *BUYERS* select their merchandise from manufacturers' samples as much as six months ahead of time.

BUYERS often go to "trade shows" set up by manufacturers. A buying trip may last a couple of days or even a couple of weeks. *BUYERS* may work very long hours and visit many manufacturers each day on a buying trip. It can be fun, though. Some manufacturers have big parties or give free merchandise to *BUYERS* to get them to buy their merchandise.

Buying is a tricky business and a little mistake can grow fast. If a *BUYER* picks out merchandise that is too expensive or just the wrong colors, it may have to be sold at a lower price than planned. When prices are cut, the store makes less profit and the *BUYER* has less money to work with for the next season. If the price isn't cut, the old merchandise takes up space needed for new things, the store pays higher taxes on the extra merchandise, and customers go to other stores that aren't so cluttered.

If You Want To Be A Buyer

- You should be able to work under a lot of pressure.
- You should like to work with other people.
- You should be able to set your own work schedule and stick to it.
- You should not mind traveling a lot.
- You should not mind studying big charts full of little numbers.
- You should be a good salesperson.
- You should be willing to spend a lot of time learning about the retail business.
- You should be willing to take the blame for your mistakes and should be able to admit mistakes in time to correct them.

To Prepare Yourself Now...

- You should finish high school and consider college.
- High school courses that will help you are: English, business mathematics, economics, and typing.
- You can get valuable experience in a Distributive Education course.
- *BUYERS* often study business administration, marketing or economics in college; but, almost any degree could get you into a retail training program.

Remember!

- Most companies train *BUYERS* by first putting them through several different jobs in a store, then letting them work as an experienced *BUYER'S* assistant.
- A *BUYER'S* training may take five years or more.
- *BUYERS* usually get big discounts on store merchandise.
- Most retail employers offer group insurance plans, profit sharing, bonuses, paid vacations, and paid holidays.
- *BUYERS'* business trips are usually financed by company expense accounts.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 750 *BUYERS* during the next 5 years (through 1976). *BUYERS* don't usually look for promotions to other positions but they may often change companies for better pay as *BUYERS*.

Salary

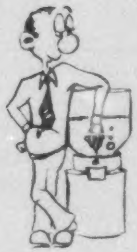
Starting Pay Range: $1.85 to $4.55/hr

Hours

BUYERS work as many hours as it takes to do the job.

For More Information About Buyers Write To:

National Retail Merchants Association
100 West 31st Street
New York, New York 10001



More View Jobs To Think About

TITLE	VIEW CARD #
Insurance Agent	136
Salesman, Automobile	232
Salesman, Chemicals & Drugs	233
Salesman, Food/Beverages/Tobacco	234
Salesman, Industrial Equipment & Supplies	235

State Department of Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

CABINETMAKER

D.O.T. 660 280

A *CABINETMAKER* builds cabinets, counters, wall panels, pulpits, bookshelves, tables, and desks.

A cabinetmaker builds beautiful board boxes by being bright about bevels and blueprints.

2

What's It Like To Be A CABINETMAKER

D.O.T 660 280

A *CABINETMAKER* works indoors. Most *CABINETMAKERS* work in furniture factories or cabinet shops. Many *CABINETMAKERS* work for housing contractors installing counters, cabinets, doorframes and windowframes. Some *CABINETMAKERS* build staircases and built-in extras in homes. A ***CABINETMAKER*** has to be a very good carpenter and an artist, too.

CABINETMAKERS have to know what kinds of wood to use for each job. They have to match pieces of wood for color and grain. They must read blueprints and make drawings to plan his work. They work with hand tools and power tools in cutting, shaping, smoothing, and fitting wood parts. It is easy to get cuts and splinters when you work with wood.

CABINETMAKERS may paint or stain their work and they often repair and refinish furniture. They may install hinges, locks and handles to finish their work.

If You Want To Be A CABINETMAKER

.To become a *CABINETMAKER* you should be strong enough to stand for a long time while working.

.Some of the wood *CABINETMAKERS* work with is very heavy and you should expect to lift pieces that weigh from 20 to 100 pounds.

.You should not be bothered by wood dust or by the smell of glue or paint.

.You should enjoy working with hand tools and should have some artistic talent.

.A *CABINETMAKER* must have good eyesight and color vision.

To Prepare Yourself Now...

.You will need a high school education or G. E. D. to get an apprentice job.

.You should take high school courses in wood and metal shop, mechanical drawing, algebra, geometry, and art.

.A building trades course in cabinetmaking at an Area Vocational School or Technical Education Center would be very helpful.

.A summer job as a carpenter's helper would give you some experience in using woodworking tools.

Remember!

.*CABINETMAKERS* are sometimes out of work part of the winter.

.*CABINETMAKERS* must buy their own hand tools.

.You must be 18 years old to become a *CABINETMAKER'S APPRENTICE*.

.Some employers offer paid holidays and vacations.

.Some employers offer health insurance, life insurance and retirement plans.

.Most *CABINETMAKERS* in large cities belong to a union.

A Look Ahead...

There should be a good demand for *CABINETMAKERS* in South Carolina during the next five years. There will probably be many more jobs for *CABINETMAKERS* than there are *CABINETMAKERS*. Qualified *CABINETMAKERS* may be promoted to foremen, estimators, or superintendents. Many *CABINETMAKERS* go into business for themselves and may work at home or rent a shop.

Salary

Starting Pay Range: $4.50 to $5.00/hr
(AFTER Apprenticeship)

Hours

CABINETMAKERS work 40 hrs/wk, days
Very little overtime, may be off some in winter.

For More Information Write To:

.United Brotherhood of Carpenters and Joiners of America
101 Constitution Avenue N. W.
Washington, D. C. 20001

.Associated General Contractors of America
1957 E Street N. W.
Washington, D. C. 20006

.National Association of Home Builders
Manpower Development & Training Department
1025 Connecticut Ave., N.W.
Suite 810
Washington, D. C. 20036

More View Jobs To Think About

TITLE	VIEW CARD #
Carpenter	33

State Department of Education
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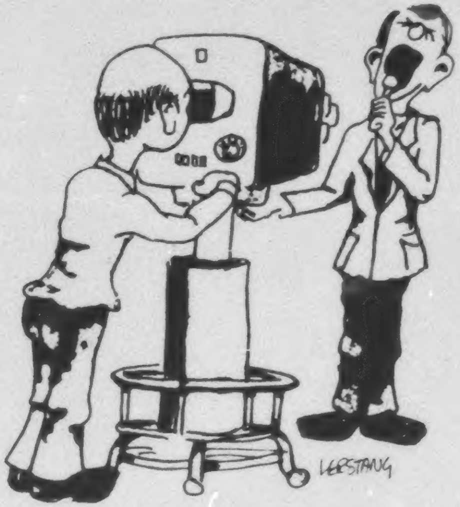
VITAL INFORMATION for EDUCATION and WORK

Television Cameraman

D.O.T. 143.062

TELEVISION CAMERAMEN operate cameras that relay pictures to the television control room for broadcasting.



What a closeup!

What color!

What action!

What tonsils!

2

What's It Like To Be A Television Cameraman

D.O.T 143.062

TELEVISION CAMERAMEN may work indoors or outdoors. They work in broadcasting studios. They also work outside when covering news or sports events.

Most studio programs use three or more cameras. The *CAMERAMEN* wear headphones to receive instructions from the director. Small television screens (monitors) in the control room show the director what scene is being picked up on each camera.

The *CAMERAMEN* do more than simply following orders. They must choose the correct lens for the kind of shot the director wants. They must keep the camera focused. They are expected to use their own artistic judgement to "frame" a scene correctly. They must control contrast and color balance. They also control the "depth" of the image (the amount of foreground and background in focus).

Each camera must be kept in its own lane. They cannot be moved across the large cables connected to other cameras on the set. A *CAMERAMAN* may have an assistant to help move the camera and to keep the cables out of the way.

When covering sports or news events "on the scene" a *CAMERAMAN* may carry equipment weighing up to 100 pounds. These "remote" *CAMERAMEN* often receive only general instructions from the director. They choose their own shots and the director decides when to switch the broadcast to the remote camera. Other *CAMERAMEN* have very little freedom in choosing their shots they usually have all they can handle just getting what the director wants.

If You Want To Be A Television Cameraman

.You should like to work with electronic equipment.

.You should like to work with other people.

.You should work well with your hands.

.You should have good eyesight, including depth preception and color vision (glasses are OK).

.You should work well as a member of a team.

.You should have good hearing (a hearing aid is OK, too).

.You should be able to lift at least 100 pounds.

To Prepare Yourself Now...

.You should finish high school.

.High school courses that will help you are: English, mathematics, physics, and basic electronics.

.You should plan to study radio and television broadcasting at a Technical Education Center after graduation from high school.

Special Entry Requirements

.Some television stations expect *CAMERAMEN* to have a first class radiotelephone operator's license from the Federal Communications Commission; some require only a third class license.

Remember!

.If you can't get into a broadcasting course some stations offer on-the-job training to men with a good background in electronics.

.*CAMERAMEN* may also work in the control room.

.Outdoor assignments can be hard, physical work.

.Some, but not all, *CAMERAMEN* belong to unions.

.Most television employees get paid vacations, holidays, sick leave, group insurance, and retirement benefits.

A Look Ahead...

The South Carolina Employment Security Commission expects very little demand in South Carolina for *TELEVISION CAMERAMEN* during the next five years. A trained broadcasting technician can find other jobs in television stations, however. Nationally, the demand is expected to increase gradually during the next ten years.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

TELEVISION CAMERAMEN work from 35 to 40 hours per week. Early morning, late evening, and holiday work is often required.

For More Information Write To:

.National Alliance of Television Associations
5908 South Troy Street
Chicago, Illinois 60629

More View Jobs To Think About

TITLE	VIEW CARD #
Photographer	200

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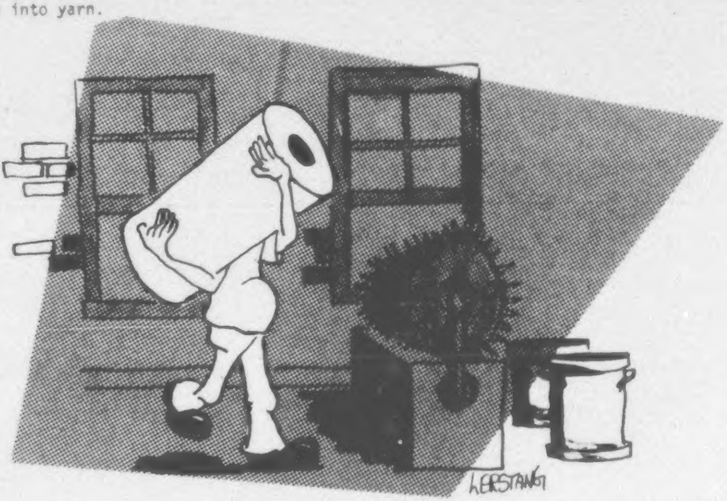
VIEW

VITAL INFORMATION for EDUCATION and WORK

CARD TENDER

D.O.T. 680.885

CARD TENDERS run machines that brush and straighten fibers to be spun into yarn.



What happens to a picker lap when it stands up?

2

What's It Like To Be A CARD TENDER ?

D.O.T 680.885

CARD TENDERS work in textile mills. They run machines that brush and straighten fibers. After bales of fiber are opened and cleaned, they are rolled into laps. A lap is just a rolled up mat of fiber. Each lap weighs about 50 pounds.

CARD TENDERS put the laps on machines called cards. A card is like a big roller covered with little spikes. The spikes pull and stretch the lap into a thin web. They also make the fibers line up so most of them lie lengthwise. As the web comes off the card it is gathered into a smooth, soft strand called sliver. The sliver is coiled like a rope into large barrels called sliver cans.

CARD TENDERS take full sliver cans to the next part of the mill. They replace full cans with empty ones. Sometimes a sliver breaks where it comes off the card. *CARD TENDERS* repair sliver by twisting the broken ends together.

Most card rooms are well-lighted. Many are air-conditioned. There is usually a lot of lint in the air. *CARD TENDERS* use mops to keep lint cleaned off the cards.

If You Want To Be A CARD TENDER

.You should prefer to work indoors.

.You should like to work around large machines.

.You should be able to lift and carry about 50 pounds.

.You should not mind doing the same things over and over.

.You should be able to work standing up for several hours.

To Prepare Yourself Now...

.You can probably get a job as a *CARD TENDER* without a high school education, but a diploma can make it easier to get hired at some textile mills.

.You should take a course in textiles at an Area Vocational Center while you are still in high school.

.You may be able to get a part-time job in a textile mill during your junior or senior year.

Remember!

.About half the textile mills in South Carolina pay the entire cost of some types of employee insurance.

.Many companies share the cost of insurance with their employees.

.Many companies also offer employee discounts, educational assistance, and pension and retirement plans. Some give vacation bonuses.

.Some textile workers belong to labor unions.

.On-the-job training for a *CARD TENDER* lasts about two weeks.

A Look Ahead...

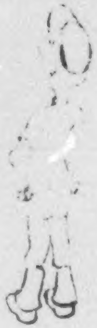
The South Carolina Employment Security Commission expects a demand for about 400 *CARD TENDERS* during the next 5 years (through 1976). There are few opportunities for promotion. Senior workers may get a choice of shifts. Transfers to other departments in the mill may give reliable, experienced workers a chance to earn more money.

Salary

PAY RANGE: $2.37 to $2.47 per hour (State Average)

Hours

CARD TENDERS work days, evenings or nights, 40 hrs/wk. Many textile mills have swing shifts (workers change shifts each week).
CARD TENDERS may work some weekends (they get other days off during the week.)



For More Information Write To:

.Public Relations Division
American Textile Manufacturing Institute, Inc.
1501 Johnston Building
Charlotte, North Carolina 28202

More View Jobs To Think About

TITLE	VIEW CARD #
Battery Hand	29
Cloth Inspector	56
Drawing Tender	86
Fly Frame Tender	109
Knitting Machine Operator	142
Opener and Feeder Tender	185
Picker Tender	202
Spinner	255
Spinning Doffer	256
Spooler Tender	257
Weaver	293
Winder Operator	296

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

CARPENTER

D.O.T. 860 381

CARPENTERS put lumber together to make shelters for people, animals, or machines. Even brick and steel buildings need *CARPENTERS* for part of their construction.

Simple Simon sees what he saws, so Simple Simon sees sawing.
Do you see Simple Simon seesawing? . . . . What?

2

What's It Like To Be A CARPENTER

D.O.T 860 381

CARPENTERS work in almost every kind of construction. *CARPENTERS* cut boards, timbers, panels and molding with hand saws and power saws. They drive nails and screws. They drill holes and sand floors smooth. *CARPENTERS* build framework for houses, forms for concrete, and scaffolds for high construction. Rough *CARPENTERS* build the wooden framework that will be covered when a building is finished. Their work must be strong. Finish *CARPENTERS* build the woodwork which will be seen when the building is finished. Their work must also be neat and nice to look at. Some *CARPENTERS* specialize in laying floors, building stairs or putting in doors and windows.

Most *CARPENTERS* work on new buildings for contractors and homebuilders. Some *CARPENTERS* do mostly remodeling and repair work. Many *CARPENTERS* work for a contractor part of the time and work for themselves part of the time.

CARPENTERS have to be careful not to fall from scaffolds and ladders. They often get splinters, bruises and cuts from handling lumber. They also have to know the proper way to use hand tools and power tools so that they cut the lumber and not hands, fingers and arms.

If You Want To Be A CARPENTER

.You should enjoy working with other people.

.You should be strong enough to lift and carry boards that may weigh up to 50 pounds.

.You shouldn't mind working where it is noisy and dusty.

.*CARPENTERS* do some of their work outside whether the weather is good or bad.

.Your eyes should be good (glasses are OK).

.You should not mind working in high places.

.You should be able to work by a set of rules and should be proud of doing a good job.

To Prepare Yourself Now...

.You will get an apprenticeship easier if you have a high school education.

.High school courses in algebra, mathematics, geometry, woodworking shop, machine shop, and mechanical drawing are helpful.

.A building trades course in carpentry at an area vocational school or technical education center may shorten your time as an apprentice.

.A summer job with a contractor or construction crew will give you a firsthand look at what *CARPENTERS* do.

Remember!

.*CARPENTERS* buy their own hand tools, hard hats, and protective shoes.

.*CARPENTERS* may not work during part of the winter.

.Some employers offer paid vacations and holidays, health insurance, life insurance, and retirement plans.

.Most *CARPENTERS* belong to a union.

A Look Ahead...

The demand for *CARPENTERS* is expected to remain high during the next five years. Over 2000 more *CARPENTERS* should be needed in South Carolina by 1977. Good all-round *CARPENTERS* may be promoted to carpenter foreman or general construction foreman. Many *CARPENTERS* start their own businesses.

Salary

Starting Pay Range: $3.75 to $5.00/hr
(AFTER Apprenticeship)

Hours

Most *CARPENTERS* work days, 40 hrs/wk
(Overtime pays extra)

For More Information Write To:

.United Brotherhood of Carpenters and Joiners of America
101 Constitution Avenue N. W.
Washington, D. C. 20001

.Associated General Contractors of America, Inc.
1957 E Street N. W.
Washington, D. C. 20006

The best way to become a *CARPENTER* is through an apprenticeship. Read the VIEW card titled *CARPENTER APPRENTICE*.

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Cabinetmaker	31

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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Security Commission

VITAL INFORMATION for EDUCATION and WORK

Carpenter Apprentice

D.O.T. 860.381

An apprenticeship is a contract between you and the company you work for. The employer agrees to teach you all the skills needed to perform your job during a 3 to 5 year training period. The employer also agrees to give you regular pay raises as you complete parts of the program. You must agree to complete the training in the time allowed. You must also agree to attend any vocational classes required by the training schedule.

A person sometimes learns a trade as a helper without an apprenticeship agreement, but a helper doesn't earn as much as an apprentice. A helper may not get regular pay raises. A helper may never learn all he needs to know because he won't have a planned program which includes vocational school training or practice in all the job skills.

Following is an example of the type of training you would receive as a Carpenter Apprentice:

(1000 hours equal about six months)

CARPENTER APPRENTICE

	Approx. Hours
I. CONCRETE CONSTRUCTION	1115
A. Foundations	
B. Columns	
C. Walls	
D. Flat Slab	
E. Beam & Girder	
II. LAYOUT BUILDING & FOOTER LINES	500
A. Sills	
B. Floor & Ceiling Joists	
C. Partitions	
D. Sheating Wall Roof & Sub Floor	
E. Laying out Partitions & Openings	
F. Stair Framing	
G. Scaffolding	
III. FRAMING	1200
A. Sills	
B. Floor & Ceiling Joist	
C. Partitions	
D. Sheating Wall Roof & Sub Floor	
E. Laying out Partitions & Openings	
F. Stair Framing	
G. Scaffolding	
IV. FRAMING ROOFS	930
A. Laying out & Cutting Common hip to Jack Rafters	
B. Laying out & BUilding Roof and Building Dormers	
V. FRAMING AND BUILDING ROOM FRAMES	400

	Approx. Hours
VI. EXTERIOR FINISHING	1025
A. Cornice Siding & Corner Boards	
B. Roof Covering	
C. Door & Window Frames	
D. Porches	
VII. INTERIOR ROUGH WORKS	450
A. Straightening	
B. Aligning partitions & Ceiling Joist	
C. Setting grounds, walls, doors, and windows	
VIII. FINISHING	1200
A. Fit and balance sash in frames case windows and doors	
B. Assemble and secure door and window jams	
C. Finish cabinet work	
D. Building stair and balustrades	
E. Laying finish floor	
F. Erecting moulding and other trim	
G. Fitting and hanging doors and placing hardware	

	Approx. Hours
IX. WORKING WITH METAL TRIM	360
A. Saw Filing	
X. OPERATING WOODWORKING TOOLS	360
A. Cut off rip and band saws	
B. Moles	
C. Rabbiting and Dado Moles	
XI. MAKING VARIOUS TYPES WOOD INTERIOR-LOOKING JOINTS	230
XII. WORK WITH PLASTICS, METALS AND OTHER NEW MATERIALS AS THEY EFFECT CONSTRUCTION WORK	230

For more information about Carpenter Apprentice programs in your area, you should contact either:

Bureau of Apprenticeship and Training
Room 502-A
901 Sumter Street
Columbia, South Carolina 29201

OR

Bureau of Apprenticeship and Training
Room 31[illegible] Federal Building
334 Meeting Street
Charleston, South Carolina 2940[illegible]

State Department of Education
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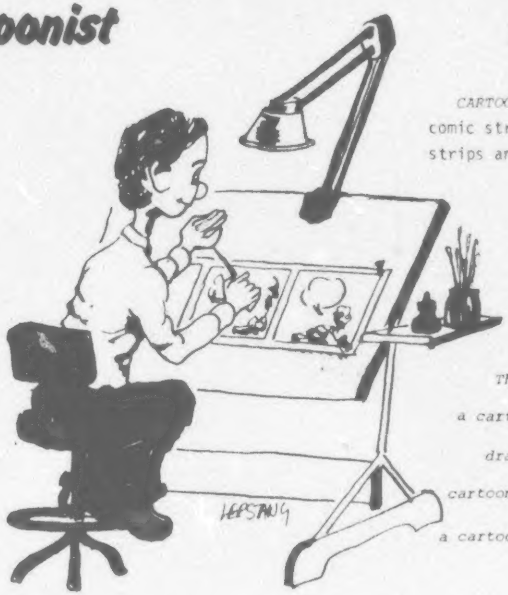
VITAL INFORMATION for EDUCATION and WORK

Cartoonist

141
D.O.T. 144.081

CARTOONISTS draw cartoons for comic strips, magazines, film strips and illustrations.



This is a cartoon by a cartoonist of a cartoonist drawing a cartoon of a cartoonist drawing a cartoon of a cartoonist drawing a cartoon...

2

What's It Like To Be A Cartoonist

D.O.T 141 081

CARTOONISTS work indoors. Some draw cartoons for magazines and newspapers. Others draw cartoons for animated movies. *CARTOONISTS* and writers often work together to produce comic books. They also work in advertising and television.

CARTOONISTS need a lot of artistic talent and good imaginations. They also need drawing equipment. They use drawing boards, T-squares, and triangles. They need pencils, pens, and extra pen nibs. They also need paper, soft erasers, brushes and black ink. They may use thumbtacks or masking tape to hold their work in place on the drawing table.

CARTOONISTS usually work in comfortable, well-lighted rooms. They spend a lot of time sitting at a drawing table. A good drawing table is adjustable for height and tilt. An adjustable stool or chair also adds to a *CARTOONIST'S* comfort.

Most *CARTOONISTS* keep files of cartoons. One file is called a "morgue". The morgue contains rough sketches and work by other artists which may be used to suggest new ideas. Another file is called a portfolio. The portfolio contains the *CARTOONIST'S* best work. It is often used to impress possible employers.

If You Want To Be A Cartoonist

.You should have artistic talent.

.You should like to draw and sketch.

.You should have a good imagination.

.You should not mind working indoors. (But there is no reason you can't work outdoors when the weather is right.)

.You should not be discouraged easily.

.You should be interested in selling your work.

.You should have a good sense of humor.

.You should have an instinctive understanding of what makes people "tick".

To Prepare Yourself Now...

.You should finish high school.

.High school courses that will help you are: Art and college preparatory courses (see your counselor for recommendations).

.Three good ways to get started in cartooning are:
(1) Two or three years of study at a good art school.
(2) Graduation from a college or university with an art major.
(3) Completion of a reputable home study course in art or cartooning.

.You should practice drawing and you should use every opportunity to display your work in school projects.

Remember!

.Before making a final choice of art schools or home study courses, you should discuss your selection with established *CARTOONISTS* or artists, art teachers, and your guidance counselor.

.Many *CARTOONISTS* are self-employed.

.*CARTOONISTS* who work regular hours for an employer usually get paid vacations and holidays, sick leave, insurance benefits, and retirement income.

.Deadlines for completed work may keep even a self-employed *CARTOONIST* working on a regular schedule.

A Look Ahead...

The increased use of cartoons in advertising and in industrial training programs is expected to create new jobs for *CARTOONISTS*. The competition will continue to be great, however, making school training increasingly important for the beginner.

Salary

Self-employed *CARTOONISTS* may sell their work for $5 to $500 per cartoon.
Salaried *CARTOONISTS* earn from minimum wage to over $300 per week.

Hours

Self-employed *CARTOONISTS* work as many hours as it takes to earn a living.
Salaried *CARTOONISTS* usually work 5 days, 40 hrs/wk.

For More Information Write To:

.National Art Education Association
National Education Association
1201 16th Street, NW
Washington, D. C. 20036

More View Jobs To Think About

TITLE	VIEW CARD #
Artist	17
Commercial Artist	60

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card: Navy (Card #177)

State Department of Education
Office of Vocational Education
Research Coordinating
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Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

CASHIER

D.O.T. 211 368

A *CASHIER* uses a cash register to take cash payments from customers and give change and receipts for payment.

cashiers ring their own chimes

2

What's It Like To Be A CASHIER

D.O.T 211 368

A *CASHIER* works indoors. A *CASHIER* may work for a theater, a grocery store, a cafeteria, or any other businesses whose customers pay cash for services.

CASHIERS usually operate cash registers. They take money from customers and give the customers receipts for payment. *CASHIERS* make change for customers. A *CASHIER* must keep a record of the amount of money taken in and the amount given out in change to make sure that the right amount of money is in the register at the end of the day.

A *CASHIER* may also use an adding machine or an automatic change dispenser. In some businesses the *CASHIER* may answer telephones or make records of reservations for customers. In other bueinesses the *CASHIER* may wrap or bag the customer's purchases. When business is slow *CASHIERS* may restock shelves or type menus.

CASHIERS often work sitting down. Since they meet a business's customers, *CASHIERS* must be pleasant and friendly even at the end of a long, hard day. *CASHIERS* must work fast and they have to be correct right down to the last penny.

If You Want To Be A CASHIER

- .You should enjoy meeting and talking with people.
- .You should notice details.
- .You must be honest and accurate in your work.
- .You should have good vision and hearing (glasses and hearing aids are OK).
- .You must not mind doing the same thing over and over.
- .You should work well even with interruptions.
- .You should not mind sitting or standing in one place for long periods.

CASHIER 3 DOT 211 368

To Prepare Yourself Now...

.Most employers prefer to hire high school graduates as *CASHIERS*.

.High school courses that will help you are: business arithmetic, typing, and English (spelling and grammar).

.Distributive Education may offer you the chance to get some practical experience as a *CASHIER*.

Remember!

.Any record of dishonesty or a dishonest reputation will keep you from getting a job as a *CASHIER*.

.Some employers offer paid vacations and holidays, group insurance, and retirement plans.

.Some stores give employee discounts on merchandise.

.Some *CASHIERS* in restaurants get free meals during working hours.

A Look Ahead...

Over 250 new *CASHIERS* are needed yearly in South Carolina. There are few opportunities for promotions for *CASHIERS*, but a bank may hire an experienced *CASHIER* as a teller.

CASHIER 4 DOT 211 368

Salary

Starting Pay Range: $1.60 to $2.68/h

Hours

CASHIERS usually work 40 hrs/wk; the time of day depends on where they work.
Most *CASHIERS* in theaters and restaurants work on holidays and weekends.

For More Information Write To:

.National Business Education Association
1201 16th Street, N.W.
Washington, D. C. 20036

More View Jobs To Think About

TITLE	VIEW CARD #
Bank Teller	20

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

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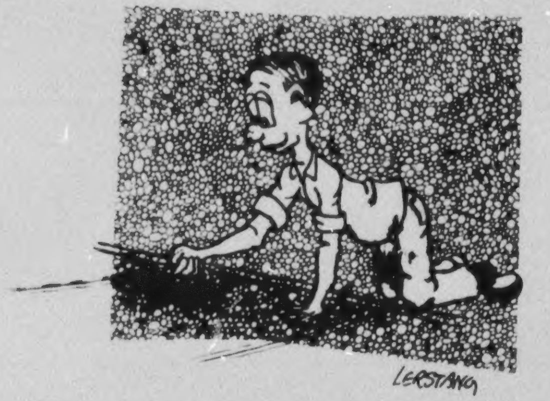
Security Commission

VITAL INFORMATION for EDUCATION and WORK

CEMENT MASON

D.O.T. 844 884

A *CEMENT MASON* builds sidewalks, walls, foundations, floors, and columns.



A CEMENT MASON is a real smooth operator.

2

What's It Like To Be A CEMENT MASON

D.O.T 844 884

CEMENT MASONS work outside or inside. They build roads, driveways, and sidewalks at ground level. They work on bridges and skyscrapers far above ground level. They may work on foundations or tunnels far below ground level.

A *CEMENT MASON'S* job begins long before the concrete is poured. A *CEMENT MASON* studies blueprints, work contracts, and local building laws to decide how to mix the concrete and how to reinforce the concrete. A *CEMENT MASON* directs the pouring of the concrete.

After the concrete is poured the *CEMENT MASON* uses trowels and straightedges to make the work smooth and level. On big jobs like roads and bridges *CEMENT MASONS* use power equipment. Once the concrete is poured the *CEMENT MASON* has to work fast so the concrete will not dry before he is finished. A *CEMENT MASON* often works overtime to complete a job before the concrete dries.

A *CEMENT MASON* gets wet and dusty and may do a lot of work on his hands and knees.

If You Want To Be A CEMENT MASON

- You should be strong and healthy enough to work outside in almost any kind of weather.
- You should enjoy working with your hands.
- You should work well with other people and enjoy doing a good job.
- You should not mind working in high places and you should have a good sense of balance.
- You have to be able to work quickly and follow instructions well.

To Prepare Yourself Now...

.You will need a high school diploma to be a *CEMENT MASON APPRENTICE*.

.High school courses in mathematics, shop and mechanical drawing are helpful.

.A course in building construction at an area vocational school or technical education center may shorten your training time.

.A summer job with a highway or building construction crew will give you a good idea of how *CEMENT MASONS* work.

Remember!

.*CEMENT MASONS* buy their own hand tools, boots, and hard hats.

.*CEMENT MASONS* may not work when the weather is very wet or during part of the winter.

.*CEMENT MASONS* usually need cars to travel from job to job.

.Some employers offer paid vacations and holidays, life and health insurance, and retirement plans.

A Look Ahead...

The South Carolina Employment Security Commission expects a good demand for *CEMENT MASONS* during the next five years. About 240 new *CEMENT MASONS* should be needed in South Carolina through 1977. Good *CEMENT MASONS* **may be promoted to foreman. Many *CEMENT MASONS*** go into the cement contracting business for themselves.

Salary

Starting Pay Range: $3.50 to $4.35/hr
(AFTER Apprenticeship)

Hours

Most *CEMENT MASONS* work days, 40 hrs/wk
(Once a job is started overtime may be needed to finish it. Overtime pay is usually 1½ times regular pay.)

For More Information Write To:

.Associated General Contractors of America, Inc.
1957 E Street, N. W.
Washington, D. C. 20006

.Bricklayers, Masons and Plasterers' International
Union of America
815 16th Street, N.W.
Washington, D. C. 20005

.Operative Plasterers' and Cement Masons'
International Association of the United
States and Canada
1125 17th Street, N. W.
Washington, D. C. 20036

The best way to become a *CEMENT MASON* is through and apprenticeship. Read the VIEW card titled *CEMENT MASON'S APPRENTICE*. VIEW Card # 37

More View Jobs To Think About

TITLE	VIEW CARD #
BRICKLAYER	37

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Navy (Card #177)

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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Security Commission

VITAL INFORMATION for EDUCATION and WORK

Cement Mason Apprentice D.O.T. 844.884

An apprenticeship is a contract between you and the company you work for. The employer agrees to teach you all the skills needed to perform your job during a 3 to 5 year training period. The employer also agrees to give you regular pay raises as you complete parts of the program. You must agree to complete the training in the time allowed. You must also agree to attend any vocational classes required by the training schedule.

A person sometimes learns a trade as a helper without an apprenticeship agreement, but a helper doesn't earn as much as an apprentice. A helper may not get regular pay raises. A helper may never learn all he needs to know because he won't have a planned program which includes vocational school training or practices in all the job skills.

Following is an example of the type of training you would receive as a Cement Mason Apprentice:

(1000 hours equal about six months)

CEMENT MASON APPRENTICE

	Approx. Hours
I. FUNDAMENTALS	2000
A. Characteristics of concrete	
B. Setting screeds to line,	
C. Tamping and rodding of concrete	
D. Use of float and trowel	
E. Use of Edgers and Jointers	
F. Chipping of Concrete	
G. Patching of concrete	
H. Rubbing and brushing of concrete	
I. Application of driers and/or Operation of Vacuum Mats	
J. Safety-in Relation to Above	

Approx. Hours

II. ADVANCED FUNDAMENTALS 2000

- A. Establishing Grade Lines and Heights
- B. Forming Valleys and summits
- C. Setting expansion strips
- D. Finishing of curbs, gutters, sidewalks, driveways, garages, basement floors and wash paves
- E. Setting screeds for floors where top-coating is used
- F. Finishing of foundations, walls and ceilings (Patching, rubbing and brushing)
- G. Bush hammering and acid wash of concrete
- H. Pointing around steel sash encasses in concrete
- I. Copings, porches, patios, etc.
- J. Use of machines used in trade
- K. Window sills, thresholds, plinth blocks, etc.
- L. Safety-in relation to above

Approx. Hours

III. SPECIALITIES 2000

- A. Layout of Joints in Special Designs (Square, diagonal, etc.)
- B. Layout of risers and threads
- C. Pouring and finishing steps plan or with nosing or overhang
- D. Base, plain and coved, flush and projecting
- E. Heavy duty floors,
- F. Use of colors
- G. Magnesite and composition installations and ad mix
- H. Asphalt and mastic installations
- I. Pneumatically placed concrete
- J. Waterproofing
- K. Renovation of concrete
- L. Architectural and ornamental concrete
- M. Safet-in Relation to above

Total 6000

For More information about Cement Mason Apprentice programs in your area, you should contact either:

Bureau of Apprenticeship and Training
Room 502-A
901 Sumter Street
Columbia, South Carolina 29201

OR

Bureau of Apprenticeship and Training
Room 313, Federal Building
334 Meeting Street
Charleston, South Carolina 29403

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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The South Carolina Employment
Security Commission

VITAL INFORMATION for EDUCATION and WORK

Chemist

D.O.T. 022.081

Elements are the building blocks of the world. *CHEMISTS* discover how the elements go together to make things like water, or salt, or plastic, or even people.

At last.... a cure for Little Orphan Annie eyes.

2

What's It Like To Be A Chemist?

D.O.T 022.081

There are many kinds of *CHEMISTS*. There are physical chemists who try to find out how a substance's chemical structure affects its physical properties such as color, hardness, and resistance to heat or cold. The analytical chemist separates compounds and studies them to find out what elements are in them and how they are combined. Biochemists study the chemical processes of living things.

Many *CHEMISTS* work in laboratories. A *CHEMIST* often has to build most of the equipment for an experiment. They use metal rods and different sizes of rings, clamps and slides to build a framework for the glass tubes and jars needed in the experiment. *CHEMISTS* often use glass blowing techniques to make special equipment from glass rods and tubes.

Sometimes the work of a *CHEMIST* is a lot like cooking. A *CHEMIST* may have to wait hours for a slow reaction to finish. However, new types of equipment and techniques such as gas chromatography have made many lab experiments much faster than they used to be.

Some *CHEMISTS* work for colleges and universities. They spend part of their time teaching and part of their time working on research projects. Many *CHEMISTS* are employed by industries for research and development of new products. *CHEMISTS* may also sell chemicals to plants that make drugs and medicines or synthetic fibers. Many *CHEMISTS* are promoted to management positions and spend very little time in a laboratory or a classroom.

If You Want To Be A Chemist

- You should enjoy working with other people as a member of a team.
- You should be curious enough about how things work to keep studying until you find out.
- You should like to work with your hands.
- You should prefer to work indoors.
- You must be able to follow instructions exactly.
- You must be a neat worker.
- You should be able to set your own work schedule and stick to it.

To Prepare Yourself Now...

- You must finish high school.
- You will need at least a bachelor's degree in chemistry.
- The best jobs go to *CHEMISTS* with a master's degree or Ph.D.
- High school courses that will help you are: English (3 or 4 years), algebra, geometry, biology, chemistry, physics, social studies (2 years), and at least 2 years of French, German, or Russian.
- High school chemistry courses and home chemistry sets are about the only ways high school students can get experience as *CHEMISTS*.

Remember!

- Some colleges have work/study programs with local industries.
- Some companies offer scholarships to chemistry students.
- Most employers offer paid vacations and holidays, group insurance, retirement plans and bonuses.
- *CHEMISTS* with Ph.D. degrees get the best jobs and are promoted soonest.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 150 new *CHEMISTS* during the next 5 years (through 1976). *CHEMISTS* may be promoted to many administrative and supervisory positions in schools and industries. Promotions are usually fast for competent, experienced *CHEMISTS*.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *CHEMISTS* work days, 35 to 40 hrs/wk.

For More Information Write To:

.American Chemical Society
1155 16th Street N.W.
Washington, D. C. 20036

.Manufacturing Chemists' Association, Inc.
1825 Connecticut Avenue N.W.
Washington, D. C. 20009

More View Jobs To Think About

TITLE	VIEW CARD #
Pharmacist	199

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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The South Carolina Employment
Security Commission

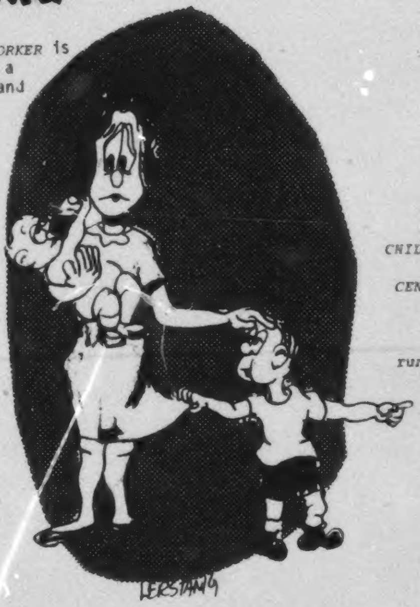
VIEW

Vital Information for Education and Work

Child-Day-Care Center Worker

D.O.T. 359 878

A *CHILD-DAY-CARE CENTER WORKER* is a friend, a teacher, a mother, a warden, a big sister, a nurse and a referee.



A *CHILD-DAY-CARE CENTER WORKER* catches runny noses.

2

What's It Like To Be A CHILD-DAY-CARE CENTER WORKER

D.O.T 359 878

A *CHILD-DAY-CARE CENTER WORKER* works indoors when the weather is bad. She works indoors and outdoors when the weather is good. Most day-care centers open between 7:00 and 8:00 in the morning and close between 6:00 and 7:00 in the evening. A few centers stay open longer in the evenings and some are open the same hours schools are open. Almost all day-care centers are closed on weekends and holidays.

A *CHILD-DAY-CARE CENTER WORKER* is like an extra mother for a lot of children. She teaches the children songs and games, stops fights, puts the children to bed at naptime, changes diapers, gives first aid for cuts and scratches, wipes runny noses, keeps track of coats and boots, and plays with the children.

A *CHILD-DAY-CARE CENTER WORKER* takes care of children while their parents are working or shopping. Most of the children are younger than school age, but some day-care centers also keep elementary school children after school hours.

If You Want To Be A CHILD-DAY-CARE CENTER WORKER

.You must enjoy taking care of children and babies.

.You should like to work with other people.

.You must have a lot of patience.

.You have to be healthy and in good physical condition.

.You should not be upset by noise, confusion, or demanding parents.

.You should be willing to clean up the same messes over and over again.

.Most important, you really have to like children.

To Prepare Yourself Now...

.You should complete your high school education.

.High school courses in home economics, health and physical education, art, music, and sociology will help.

.Child care courses at an area vocational school will give you excellent training.

.Discuss your plans with the director of a local day-care center.

Remember!

.You can't get a job as a *CHILD-DAY-CARE CENTER WORKER* IF:

(1) You have any diseases which other people can catch from you.
(2) You have a criminal record.

.You must have good character references.

.Some employers offer paid vacations and holidays, health insurance, and retirement plans.

A Look Ahead...

There is a large turnover of child-care attendants. South Carolina will need over 300 new *CHILD-DAY-CARE CENTER WORKERS* during the next five years mostly as replacements. *CHILD-DAY-CARE CENTER WORKERS* who get additional training may become kindergarten or child-day-care center directors.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *CHILD-DAY-CARE CENTER WORKERS* work days, 40 hrs/wk

For More Information Write To:

.Child Welfare League of America
44 E. 23rd Street
New York, New York 10010

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Counselor, Camp	68
Recreation Worker	227
Swimming Instructor	267

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card (s): Air Force (Card #7) Army (Card #16)

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

VITAL INFORMATION for EDUCATION and WORK

Civil Engineer

D.O.T. 005 081

CIVIL ENGINEERS plan and supervise construction projects.

You're learning, Fillmore...but I really don't think the world is ready for a pontoon bridge across the Atlantic.

2

What's It Like To Be A CIVIL ENGINEER

D.O.T 005 081

CIVIL ENGINEERS plan, design, and supervise all kinds of construction. Most work for government agencies. Others may work for architectural companies. Many teach in engineering schools. Some are self-employed as engineering consultants. They may work indoors and outdoors. Their offices are usually clean and modern. Outside work may involve visits to construction sites. Some *CIVIL ENGINEERS* go into wilderness areas with surveying crews.

CIVIL ENGINEERS must do a lot of research to make ideas into realities. Using the facts and figures collected by the research detailed plans are drawn. Next, the specifications are written. Specifications include a complete list of materials to be used. They include instructions on how the work should be done. They may also mention that some things are not to be done. Finally, the engineers prepare an estimate. An estimate must include amounts and costs of all materials needed. It includes the cost of labor. It may include all figures listed in a contractors bid for the job. While the construction is being done.

CIVIL ENGINEERS work as inspectors and supervisors. They check to see that proper materials are used. They make sure their instructions on building methods are followed. They test parts of the structure for strength and durability.

There are many specialties in civil engineering. *CIVIL ENGINEERS* may work only on highways or railroads. Their work includes bridge and tunnel design. They may work only on airports or seaports. They may design dams and power stations. Some work in water or air pollution control programs. Some help plan the development of entire cities. In all specialties there are opportunities for research, planning, and management.

If You Want To Be A CIVIL ENGINEER

.You should work well as a member of a team.

.You should notice details.

.You should enjoy science and mathematics.

.You should have a good imagination.

.You should be able to work hard at a complicated job until it is finished.

.You should work well with your hands.

.You should be able to explain your ideas clearly to others.

3

To Prepare Yourself Now...

.You should finish high school with plans to attend a college or university.

.High school courses that will help you are those recommended by your guidance counselor to prepare you for entrance to a college or university. You should take all the math and science courses you can.

.You should write to several schools of engineering to review their entrance requirements.

.Most schools of engineering require four years work to earn a degree in civil engineering. A few take five years.

Special Entry Requirements

.*CIVIL ENGINEERS* in South Carolina must be licensed by the State Board of Engineering. A license requires graduation from an approved school of engineering (4 years) plus four more years of experience and a satisfactory score and the license examination.

.An Engineer in Training (EIT) license may be granted to a senior engineering student or recent graduate with a satisfactory score on part I of the license examination. Part II of the exam may be taken after four to ten years of experience.

Remember!

.*CIVIL ENGINEERS* in some jobs travel a lot.

.Beginners' jobs require a Bachelor's degree (4 years or 5); higher positions may require a Master's degree (2 more years).

.Some schools offer "co-op" programs that combine classroom study with on-the-job training.

.Most employers offer paid vacations and holidays, insurance plans, and retirement programs. Some provide company cars and pay expenses when the job requires an engineer to move.

4

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for about 70 new *CIVIL ENGINEERS* during the next four years. Some others will be needed to replace those who change careers or retire. Urban renewal projects and environmental work may increase demand for *CIVIL ENGINEERS*.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

CIVIL ENGINEERS usually work days, 35 to 40 hrs/wk.
Heavy workloads and other problems in meeting deadlines often demands extra work from engineers.

For More Information Write To:

.American Society of Civil Engineers
United Engineering Center
345 East Forty-Seventh Street
New York, New York 10017

More VIEW Jobs To Think About

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16)

State Department of Education
Office of Vocational Education
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VITAL INFORMATION for EDUCATION and WORK

Cleaning and Laundry Countergirl

D.O.T. 369 478

A *CLEANING AND LAUNDRY COUNTER -GIRL* sorts laundry and serves customers.

A

CLEANING AND LAUNDRY

COUNTER-GIRL

is a

professional coat hanger.

2

What's It Like To Be A COUNTERGIRL

D.O.T 369 478

A *COUNTERGIRL* works indoors at a laundry or dry cleaning business. She meets customers and takes their laundry. The *COUNTERGIRL* fills out a ticket with the customer's name, cleaning instructions and a description of the laundry. She gives the customer a copy of the ticket.

When a customer comes in to pick up laundry the *COUNTERGIRL* finds the laundry for the customer. The *COUNTERGIRL* collects payment from the customer, rings the sale on a cash register, and makes change.

The *COUNTERGIRL* sells the services of the laundry by suggesting such jobs as reweaving, dyeing or blocking. The *COUNTERGIRL* may sort and bundle laundry. She may do a little filing in some jobs.

A *COUNTERGIRL* may be the only laundry worker a customer will ever meet. Most laundries do a good cleaning job. Quick, friendly service at the counter can make the difference between good business and no business at all.

If You Want To Be A COUNTERGIRL

.You should be able to work on your feet for long periods.

.You should be able to lift and carry light bundles of clothes.

.Since you would meet customers you should look neat and be pleasant to talk to.

.You should be able to add and multiply quickly and correctly.

.A *COUNTERGIRL* has to be very careful about details so every customer gets all the right clothes back and pays the right amount for the cleaning.

CLEANING and LAUNDRY
COUNTERGIRL

3

DOT 369 478

To Prepare Yourself Now...

.You may need a high school diploma to be hired as a *COUNTERGIRL*.

.Helpful courses in high school are arithmetic and distributive education.

.You may be able to get a part-time job as a *COUNTERGIRL* while you are still in school.

Remember!

.*COUNTERGIRLS* are trained on the job.

.Some employers offer paid vacations and holidays, health and life insurance, and retirement plans.

.Some employers offer discounts on laundry.

.A man that does the same job is called a cleaning and laundry counter boy.

A Look Ahead...

The South Carolina Employment Security Commission expects a steady demand for *COUNTERGIRLS* during the next five years as more dry cleaning establishments are opened in suburban shopping centers. Most jobs will be in the largest cities. The chances of promotion are not good for *COUNTERGIRLS* and most will stay in the same job for many years.

CLEANING and LAUNDRY
COUNTERGIRL

4

DOT 369 478

Salary

Starting Pay Range: $1.60 to $2.00/hr.

Hours

Most *COUNTERGIRLS* work days, 40 hrs/wk
(Some evening and weekend work may be required.)

For More Information Write To:

.Laundry and Cleaners Allied Trade Association
543 Valley Road
Upper Montclair, New Jersey 07043

More View Jobs To Think About

TITLE	VIEW CARD #
Box Boy	35

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

CLERK TYPIST

D.O.T. 209 388

A *CLERK-TYPIST* types letters, reports, business forms, file cards, address labels, lists, figures, and memos. A *CLERK-TYPIST* may be a receptionist who types, a mail clerk who types, or a secretary who types, but no matter what else a *CLERK-TYPIST* does. . . .

A
Clerk-Typist
types.

2

What's It Like To Be A CLERK TYPIST

D.O.T 209 388

CLERK-TYPISTS may work for any business that needs typed copies of printed or handwritten materials. They work indoors and may sit at a desk all day. *CLERK-TYPISTS* rarely need to lift or carry anything heavy.

As you can see by the job title, a *CLERK-TYPIST* really has two jobs. Depending on the size and type of business, the job may be mostly clerical or mostly typing. A *CLERK-TYPIST* may have to be a part-time telephone operator, receptionist, errand runner, secretary, and file clerk.

Some of the work is very detailed. Some office work must be done every day exactly the same way. A new *CLERK-TYPIST* may be told how to do each little job. An experienced *CLERK-TYPIST* is expected to know what to do and when to do it.

CLERK-TYPISTS must be able to use both manual and electric typewriters. (Most businesses do use electric typewriters.) *CLERK-TYPISTS* must work quickly without making mistakes. Many use other office machines besides typewriters. They may operate adding machines, copyers, micro-film readers, postage meters, and electric coffee pots.

If You Want To Be A CLERK TYPIST

.You should not mind doing the same things over and over again.

.You should be neat in your work and personal habits.

.You should write legibly.

.You should read well.

.You should be able to work quickly without making mistakes.

.You should follow instructions well.

.Your grammar, spelling, and vocabulary should be good.

.You should prefer to work indoors.

To Prepare Yourself Now...

.You must earn a high school diploma.

.You should take as many courses as possible related to office occupations.

.You should consider post-high school business programs in Area Vocational Schools, private business schools, junior colleges, Technical Education Centers, and universities.

.You may be able to get part-time or summer work in a business office while you are still in school.

Remember!

.Most companies offer paid vacations.

.*CLERK-TYPISTS* are covered by Social Security and by Unemployment Compensation Insurance.

.Many employers offer Hospitalization Insurance, life insurance and retirement plans.

.Some employers require up to one year of prior experience as a *CLERK-TYPIST*.

.95% of all *CLERK-TYPISTS* are women.

.Most employers give typing tests and expect at least 40 to 55 words per **minute without mistakes.**

.Most companies give on-the-job training for office machines but some experience with adding machines is helpful.

A Look Ahead...

The demand for *CLERK-TYPISTS* in high and expected to remain so. In addition to new job openings there is a large turnover of personnel often due to promotion, marriage or pregnancy. The South Carolina Employment Security Commission estimates a need for 3200 new *CLERK-TYPISTS* in South Carolina from 1970 through 1975 with a need for over 36,000 new employees in general clerical occupations over the same period.

Promotions to more responsible positions are usually rapid for those persons with good job performance and a strong educational background.

Salary

Starting Pay Range: $1.60 to $2.78/hr

Hours

Most *CLERK-TYPISTS* work days, 35 to 40 hrs/wk

For More Information Write To:

.National Secretaries Association
2440 Pershing Road
Suite G 10 Crown Center
Kansas City, Missouri 64108

More View Jobs To Think About

TITLE	VIEW CARD #
File Clerk	104
Keypunch Operator	140
Office Clerk	182
Personnel Clerk	196
Ward Clerk	290

State Department of Education
Office of Vocational Education
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Security Commission

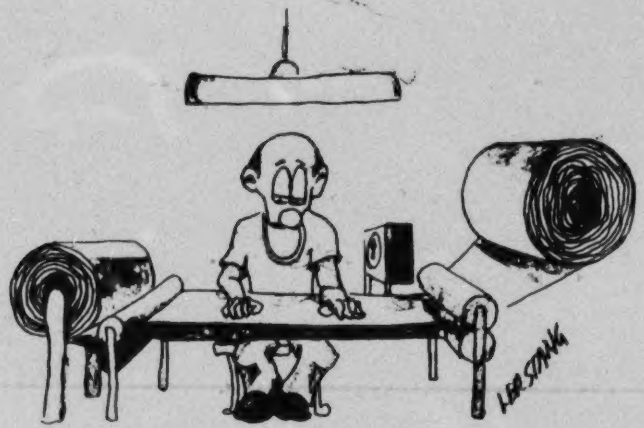
VIEW

VITAL INFORMATION for EDUCATION and WORK

CLOTH INSPECTOR

D.O.T. 689.685

CLOTH INSPECTORS examine cloth for defects before it leaves the textile mill.



Yep, it's cloth all right.

2

What's It Like To Be A CLOTH INSPECTOR?

D.O.T 689.685

CLOTH INSPECTORS work in the cloth room of a textile mill. They look for defects in cloth.

An inspector pulls the end of a roll of cloth through rollers that keep it tight. The cloth is stretched over an inspection board. The end is wrapped around a tube that rewinds the cloth.

An instrument called a yardage clock records the amount of fabric that passes over the inspection board. *INSPECTORS* mark defects with chalk, thread, or a sticker. They also keep records of where the defects are found and what kinds of defects there are.

CLOTH INSPECTORS repair some defects. They may use cleaning fluid to remove oil or grease. They use steel picks and scissors to remove wide threads (slubs) and loose ends of yarn.

A cloth room is a clean place to work. It is well lighted. Many cloth rooms are air conditioned. There may be some light dust in the air from the fabric.

If You Want To Be A CLOTH INSPECTOR

.You should prefer to work indoors.

.You should have good eyesight (glasses are OK).

.You should pay close attention to details.

.You should not mind doing the same thing over and over.

To Prepare Yourself Now...

.You may find a job as a *CLOTH INSPECTOR* more easily if you have some experience in textiles. High school can be a good place to get that experience.

.You should take a course in textiles at an Area Vocational Center while you are in high school.

.You may be able to get a part-time job in a textile mill during your junior or senior year.

Remember!

.About half the textile mills in South Carolina pay the entire cost of some types of employee insurance.

.Many companies share the cost of insurance with their employees.

.Most companies also offer employee discounts, educational assistance, pensions, and retirement plans. Some give vacation bonuses.

.Some textile workers belong to labor unions.

.On-the-job training for a *CLOTH INSPECTOR* takes about six weeks.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 550 *CLOTH INSPECTORS* during the next 5 years (through 1976). There are few opportunities for promotion. Reliable, experienced *CLOTH INSPECTORS* may become shift leaders or foremen.

Salary

PAY RANGE: $2.27 to $2.46 per hour (State Average)

Hours

CLOTH INSPECTORS work days, evenings, or nights 40 hrs/wk. Many textile mills have swing shifts (workers change shifts each week).
CLOTH INSPECTORS may work some weekends (they get other days off during the week).

For More Information

.Public Relations Division
American Textile Manufacturing Institute, Inc.
1501 Johnston Building
Charlotte, North Carolina 28202

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Battery Hand	29
Card Tender	44
Drawing Tender	86
Fly Frame Tender	109
Knitting Machine Operator	142
Opener and Feeder Tender	185
Picker Tender	202
Spinner	255
Spinning Doffer	256
Spooler Tender	257
Weaver	293
Winder Operator	296

State Department of Education
Office of Vocational Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

COACH, Athletic

D.O.T. 099.228

COACHES turn talented individuals into athletes and teams.

Its called "home plate" because its mine, and

if you don't call'em better I'm taking it home.

2

What's It Like To Be An Athletic Coach

099 228
D.O.T

ATHLETIC COACHES teach physical skills. They prepare individuals and teams for sports competition. Coaches may work indoors or outdoors.

Coaches help their players increase strength, health, and endurance. They must know how different exercises affect the body. They must know how to select a proper diet. They must know a lot about general health care.

Psychology is also an important part of coaching. Wanting to win is a big part of athletic success. Believing you can win is another important part of winning. Selfish players, even very skillful ones, can hurt a team. Coaches have to know when a player needs to be encouraged or praised. They have to know when a player needs to be "chewed out".

Coaches in small schools have a lot of duties besides coaching. They have to order athletic equipment. They arrange for repair of equipment. They schedule meets with other schools. They set up uniform laundry services. They provide transportation for teams. They may also provide first aid for injured athletes. In larger schools a head coach may manage a large staff which handles all those duties.

Coaches may teach many sports, especially in small schools. In larger schools coaches usually specialize in one or two sports. One may coach swimming and diving. Another may coach track and cross country. Basketball, football, and baseball may each have several coaches. Other coaches teach golf, wrestling, tennis, gymnastics, soccer, or other sports.

College coaches also have the job of recruiting. They interview outstanding high school players to offer scholarships to their colleges. The National Collegiate Athletic Association (NCAA) allows athletic scholarships to include only tuition, housing, meals, and a $15 per month allowance for laundry. Aside from that, the best selling points for a recruiter are a winning record and good athletic facilities.

If You Want To Be An Athletic Coach

.You should be a good leader.

.You must have a great interest in sports.

.You should like to work with all kinds of people.

.You should have strong athletic ability.

.You should have a lot of patience.

.You should be sensitive to other people's needs.

.You should be good at explaining your ideas to other people.

.You should be able to make good decisions under pressure.

.You should have good health, strength and endurance.

To Prepare Yourself Now...

.You should finish high school with plans to attend a college or university.

.High school courses that will help you are those recommended by your guidance counselor to prepare you for entrance to a college or university.

.You will need a bachelor's degree (4 years of college) in physical education to be a high school coach; usually a master's degree (about 2 more years) to be a college coach.

.You should take advantage of every opportunity to compete in sports.

.Discuss your plans with your high school coaches.

Special Entry Requirements

.Certification as a coach or physical education teacher in South Carolina requires a bachelor's degree, passing grades in secondary education courses (usually taken as electives or a "minor" subject area in college), and acceptable scores on the National Teacher Examination (NTE).

Remember!

.It is easier to find a job as a high school coach if you are also qualified to teach some other high school subject.

.Coaches of fall and winter sports may spend a lot of time outside in bad weather.

.Coaches of spring and summer sports may spend a lot of time outside in very hot weather.

.Coaches of indoor sports may not get outside much at all.

.High school coaches often work at youth centers or day camps during the summer.

.A coach should be exceptionally good at at least one sport. Those who are good at several sports usually have more job offers.

.Schools offer paid holidays, group insurance, sick leave, and retirement plans.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for about 175 coaches during the next four years. Experienced coaches may become head coaches or athletic directors in large schools.

Salary

Starting Pay: $6,065/yr. (this is supplemented in most school districts by various amounts).

Hours

Coaches usually work days, 35 to 40 hrs/wk.

When their sport is in season coaches usually work many extra hours planning, scheduling, and making travel arrangements for their teams.

For More Information Write To:

.National Collegiate Athletic Association
P. O. Box 1906
Shawnee Mission, Kansas 66222

OR

Ask your librarian to help you find a copy of The Coach by Ralph Sabock, Ph.D.

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Professional Athlete	216

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

COACH, DRAMA

D.O.T. 150.028

DRAMA COACHES teach people to be actors or actresses.

Hark! What light through yonder window breaks?

It is a lamp and Juliet is throwing things again!

2

What's It Like To Be A Drama Coach

D.O.T 150 028

DRAMA COACHES train actors and actresses. Most work in high schools and colleges. Some have their own businesses. An acting studio is like a small theater. Drama classes usually perform plays before audiences for practice.

DRAMA COACHES must be teachers, producers and directors. Students must be taught to speak clearly and loudly enough to be understood in the back row of a theater. They must be taught to play a role realistically. An actor playing the part of Julius Ceasar must behave like an emperor. Otherwise, he'll just look like some nut dressed up in a sheet. When Lady Macbeth says "out, out damned spot" she shouldn't appear to be scolding her dog. Students must be taught to move about the stage gracefully. They must be taught to speak lines with feeling instead of just reciting them.

Not every student can perform in every play. *DRAMA COACHES* must select the best students for each part. Other students are given backstage jobs. Some must be taught to operate stage lights. Others may be taught to apply makeup. *DRAMA COACHES* teach methods of building and painting stage scenery. They also teach students to operate sound equipment.

Many business details are handled by *DRAMA COACHES*. They must get permission from playwrights and agents to perform plays. They have programs printed. They may arrange for advertising and ticket sales. They may direct fund-raising activities. They may purchase or recommend the purchase of special equipment or materials.

If You Want To Be A Drama Coach

.You should like to work with other people.

.You should notice details.

.You should be good at explaining your ideas to others.

.You should have a good imagination.

.You should be good at planning your work and carrying out your plans.

.You should have a strong interest in theater and dancing.

To Prepare Yourself Now...

.You should finish high school with plans to attend a college, university, or academy of dramatic art.

.High school courses that will help you are: English, art, music, drama, dance, and any recommended by your guidance counselor to prepare you for entrance to a college or university.

.You should participate in school plays or become a regular member of a local amateur theater group.

Remember!

.Most self-employed *DRAMA COACHES* work in Hollywood, New York, or Miami.

.Many colleges and universities prefer to hire *DRAMA COACHES* with professional acting or directing experience.

.Most employers offer paid vacations, holidays, sick leave, group insurance, and retirement plans.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for only two additional *DRAMA COACHES* during the next four years. Experience in acting or directing are good ways to get a job as a *DRAMA COACH* but the demand for actors and directors is also low. Success in this field may take a lot of patience, perserverance, competitiveness, and plain luck.

Salary

DRAMA COACHES in South Carolina high schools earn from $6,065 to about $8,500/yr.

DRAMA COACHES in colleges and universities earn about the same as other professors. Pay here ranges from $6,500 to about $14,000/yr.

Hours

DRAMA COACHES usually work about 40 hrs/wk.
Final rehearsals for a new play often require overtime work.
Plays may be performed in the evening or on weekends.

For More Information Write To:

.U. S. Department of Labor
Bureau of Labor Statistics
Washington, D. C. 20260

Ask for Bulletin #165-39 "Employment Outlook in the Performing Arts".

More View Jobs To Think About

TITLE	VIEW CARD #
Actor and Actress	2
Dancer	70

State Department of Education
Office of Vocational Education
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Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

Coast Guard

D.O.T. 378 999

I thought you said the captain ordered the pink paint!

2

What's It Like To Be A Coast Guardsman

D.O.T 378 999

The COAST GUARD is the smallest branch of the armed forces. In time of war it operates with the Navy. During peacetime the COAST GUARD still has many jobs to do. The COAST GUARD patrols about 40,000 miles of U. S. coastline using ships and aircraft. Crews track icebergs to warn other ships. They rescue people from shipwrecks and air crashes. They catch smugglers and enforce other laws at sea. The COAST GUARD keeps bouys repaired to mark shallow waters and dangerous shores. Crews also man lighthouses and lightships for the same purpose. Icebreakers keep northern harbors open during the winter. Some crews man stations that broadcast signals for ocean navigation (Loran stations). Some COAST GUARD ships help conduct studies in oceanography or marine biology.

COAST GUARD training can be a big help in civilian life, too. Boatswain's mates may become tugboat or heavy equipment operators. Fire control technicians have a head start on careers as electricians and radio repairmen. An engineman may later work as an auto or diesel mechanic. The COAST GUARD also trains people in electronics, aviation mechanics, marine science, journalism, and many other fields.

If You Want To Be A Coast Guardsman

.You should have a desire to serve your country.

.You should want to help in rescue work.

.You should work well as a member of a team.

.You should not mind working outside in any kind of weather.

.You must be healthy enough to pass a physical examination.

.You should follow instructions well.

.You should like the idea of spending months at a time at sea.

.You should like to travel.

To Prepare Yourself Now...

- You don't have to be a high school graduate to get into the COAST GUARD if you score well on the qualification tests. You may need the diploma to get a job after leaving the COAST GUARD, however.
- High school courses that will help you are those that apply to the COAST GUARD job you want.

Remember!

- You must be between 17 and 23 years old to join the COAST GUARD.
- There are positions for women in the COAST GUARD.
- Fringe benefits in the COAST GUARD include free meals, free clothing, free housing, free transportation on duty, free medical care, free sports facilities, free legal aid, Ship's Store or Commissary (low prices), 30 days paid vacation per year, and veterans' benefits.
- If you enlist at 18 and make a career of the COAST GUARD, you can retire at 38 (with a lifetime retirement income).
- Free job training includes all books, tools and other materials.
- The COAST GUARD also offers many ways to take extra technical or college courses while you are in service.
- COAST GUARD service counts toward Civil Service retirement credit.
- Your choice of jobs will depend on the length of your enlistment, COAST GUARD needs, and your scores on COAST GUARD tests.

A Look Ahead...

The COAST GUARD needs volunteers. Promotions are regular for those who prove their ability and dependability. Pay raises are regular even for those who are not promoted as often as others.

Salary

Starting Pay: $326.10/month plus fringe benefits.
Extra pay is given for dependants and for some job assignments.

Hours

People in the COAST GUARD usually work regular hours up to about 45 hours/week.

COAST GUARD personnel are "on call", however, 24 hours/day every day of the year.

For More Information Write To:

.Department of Transportation
U. S. Coast Guard
Washington, D. C. 20590

OR

Call toll-free 800-424-8883

OR

See your local COAST GUARD recruiter listed in the white pages of the telephone directory under "U. S. Government, Department of Transportation, U. S. Coast Guard".

More View Jobs To Think About

TITLE	VIEW CARD #
Air Force	7
Army	16
Marine Corps	160
National Guard	176
Navy	177
Peace Corps	194

State Department of Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

Commercial Artist

D.O.T. 141.081

COMMERCIAL ARTISTS draw the pictures that are used in newspaper and magazine advertising, on billboards and on posters.

one

picture

is worth

a thousand

words

2

What's It Like To Be A Commercial Artist

D.O.T 141.081

A *COMMERCIAL ARTIST* works indoors in a comfortable, well-lighted studio. Most *COMMERCIAL ARTISTS* are employed by advertising agencies, publishers, and public relations firms. Any company which has its own advertising or art department hires *COMMERCIAL ARTISTS*.

A *COMMERCIAL ARTIST* doesn't usually choose his own subject. The *COMMERCIAL ARTIST* may be told only the idea or the kind of product to illustrate or he may be told exactly what to draw and what colors to use. The more experience a *COMMERCIAL ARTIST* has, the more freedom and choice he has in his work. A well-known *COMMERCIAL ARTIST* may be asked to present his own ideas for an illustration.

COMMERCIAL ARTISTS keep samples of their work (a portfolio) to use when applying for a job. They usually change jobs frequently while gaining experience.

If You Want To Be A Commercial Artist

.You must have artistic ability.

.You should enjoy doing creative work.

.You must be able to work alone.

.You should have good color vision and the ability to see detail.

.You should be able to work well under the pressure of deadlines.

.You should not be discouraged at having to do some drawings over and over again until they suit other people.

To Prepare Yourself Now...

.You will need a high school education to attend most art schools.

.Mechanical drawing will help, and you should take as many art courses as possible.

.You should plan to attend a school of commercial art after completing high school.

.An art aptitude test may help you decide.

.Discuss your career plans with your high school art teacher.

.Get an artist's opinion of your work.

.Discuss your career plans with the dean or director of an art school (take samples of your work).

Remember!

.A *COMMERCIAL ARTIST* may have to change jobs often at first to get experience.

.Most commercial art jobs are in major cities.

.There is no substitute for creative ability.

.Private art schools usually cost several hundred dollars each semester.

.Many employers offer paid vacations and holidays, group insurance, bonuses, and retirement plans.

A Look Ahead...

There will be a steady demand throughout the 70s for talented, well-trained *COMMERCIAL ARTISTS*. Persons who lack formal training will have difficulty finding jobs as *COMMERCIAL ARTISTS*. Progress is slow in the beginning for *COMMERCIAL ARTISTS* but after several years of on-the-job experience many *COMMERCIAL ARTISTS* become independent or free-lance artists. A *COMMERCIAL ARTIST* may also be promoted to a position of art director or department head.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *COMMERCIAL ARTISTS* work weekdays, 40 hrs/wk. Some free-lance *COMMERCIAL ARTISTS* work 10-12 hrs/day. (Overtime is often necessary to meet deadlines).

For More Information About Commercial Artists Write To:

.National Art Education Association
National Education Association
1201 16th Street N.W.
Washington, D. C. 20036

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

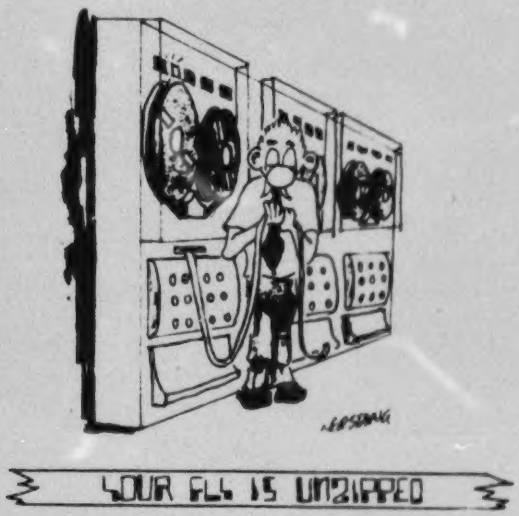
The South Carolina Employment
Security Commission

VITAL INFORMATION for EDUCATION and WORK

Computer Operator

D.O.T. 213.382

COMPUTER OPERATORS run business machines that record, sort, and analyze many types of information.



2

What's It Like To Be A Computer Operator?

D.O.T 213.382

A *COMPUTER OPERATOR* works indoors in a business office. *COMPUTER OPERATORS* may work for banks, insurance companies, and government offices. They may work for businesses that make things or for businesses that sell things. Some *COMPUTER OPERATORS* work for companies that run computer services for many small businesses.

COMPUTER OPERATORS are sometimes called console operators. A computer console is a panel of lights and switches. The switches control the computer and the lights tell the operator what the computer is doing.

COMPUTER OPERATORS get programs from computer programmers. Programs are sets of instructions for computers. A program may be on a stack of cards or on a reel of tape.

The *COMPUTER OPERATOR* puts a program in the part of the computer that "reads" the instructions. After starting the computer the operator must watch for mistakes. When the computer does make a mistake the *COMPUTER OPERATOR* must find out why. It could be a mistake in the program or a loose wire.

There are many people who help *COMPUTER OPERATORS* find the reasons for mistakes. Computer programmers look for mistakes in the programs. Computer repairmen replace loose wires and broken parts. Other office equipment operators such as printer operators or keypunch operators help *COMPUTER OPERATORS* watch for mistakes. In some offices, a *COMPUTER OPERATOR* is the boss.

If You Want To Be A Computer Operator

- You should like to work with other people as a member of a team.
- You should like to work indoors.
- You should work very well with mathematics.
- You must be able to pay attention to details.
- You should not mind standing or sitting for a long time.
- You should have a lot of patience.
- You should be able to follow instructions well.
- You should not mind other people watching your work.

To Prepare Yourself Now...

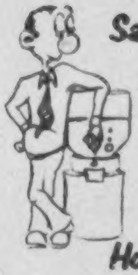
- You will need to finish high school and probably two years of technical school.
- High school courses that will help you are: English, algebra, trigonometry, business machines, and typing.
- You should take courses in data processing at an Area Vocational School or Technical Education Center after you finish high school.

Remember!

- Many employers send *COMPUTER OPERATORS* to special schools to learn to operate new equipment.
- A computer center can be a very noisy place to work.
- A computer center is usually very clean, well-lighted, and kept at a comfortable temperature all year round.
- Almost all jobs for *COMPUTER OPERATORS* are in large cities.
- Most employers offer paid vacations and holidays, retirement plans, group insurance, and profit sharing plans.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 250 data processing machine operators during the next 5 years (1972-76). Experienced operators may be promoted to supervisory positions.



Salary

Starting Pay Range: $2.28 to $3.08/hr

Hours

Most *COMPUTER OPERATORS* work days, 40 hrs/wk

For More Information Write To:

.Data Processing Management Association
505 Busse Highway
Park Ridge, Illinois 60068

.American Federation of Information
Processing Societies
210 Summit Avenue
Montvale, New Jersey 07645

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Programmer, Computer	217

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

Concrete Plant Laborer

D.O.T. 579.886

CONCRETE PLANT LABORERS help to make pipes, beams, tanks, and blocks from a mixture of cement, sand, and stone.

I wonder how long you have to water a concrete plant before it sprouts.

2

What's It Like To Be A Concrete Plant Laborer?

D.O.T 579.886

A *CONCRETE PLANT LABORER* works inside and outside. Most places in a concrete plant are wet. Most of the machinery is very noisy. Some of the machines shake everything around them when they run.

CONCRETE PLANT LABORERS do many simple jobs. Some laborers stack concrete pipes. Pipes must be stacked just right so they can't slip and roll over somebody. Some laborers stack concrete blocks. Other laborers wash plant machinery with water hoses and stiff brushes. Some laborers move sand, gravel, and cement with shovels and wheelbarrows. A laborer may patch holes with mortar, using a hand trowel. Some laborers use chisels or grinding stones to smooth rough spots in dry concrete.

In some plants each laborer does the same job all day long. In other companies, a laborer may have many different jobs to do each day.

In most parts of a concrete plant, there is plenty of room to work. A *CONCRETE PLANT LABORER* usually does enough work outside to get all the fresh air he wants. The job can be hard, but good teamwork can make it seem easier.

If You Want To Be A Concrete Plant Laborer

- You should like to work outside.
- You should not mind working inside part of the time.
- You should not mind getting wet when you work.
- You should like to work with other people.
- You should follow instructions well.
- You should be able to lift over 100 pounds.
- You should be able to carry more than 50 pounds.
- You should like simple work that lets you use your muscles.

To Prepare Yourself Now...

- You should be able to find a job as a *CONCRETE PLANT LABORER* without a high school education.
- Physical education courses can help you build stronger muscles.

Remember!

- *CONCRETE PLANT LABORERS* must work carefully and follow safety rules or they can be hurt badly.
- Most employers offer group insurance and paid holidays.
- *CONCRETE PLANT LABORERS* may be "laid off" when there isn't much work to do.
- You will probably have to buy your own work gloves.
- Some employers provide rubber boots and waterproof suits for workers in some parts of the plant.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 300 *CONCRETE PLANT LABORERS* during the next 5 years (through 1976). A *CONCRETE PLANT LABORER* is not usually promoted. A good worker who has been on the job awhile will not be "laid off" as quickly as a lazy worker or one who hasn't been on the job as long.

Salary

Pay Range: $2.11 to $2.43/hr (State Average)

Hours

Most *CONCRETE PLANT LABORERS* work days, 40 hrs/wk, Monday through Friday.

For More Information Write To:

Laborers' International Union of North America
905 16th Street N.W.
Washington, D.C. 20006

or

Ask your counselor to help you arrange to visit a concrete plant to see how you like the work there.

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Form Stripper	114

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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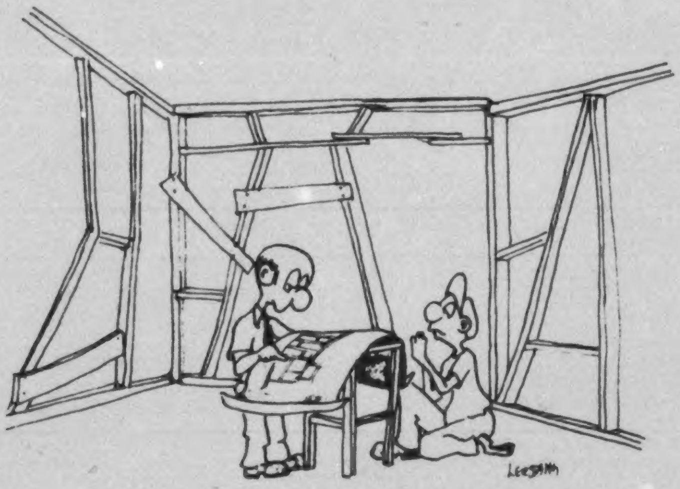
VITAL INFORMATION for EDUCATION and WORK

Construction Inspector

D.O.T. 182.287

CONSTRUCTION INSPECTORS make sure things are built according to plan and according to law.



.... *And over here where you used bubble gum and kite string, the law says you gotta have some nails.*

2

What's It Like To Be A Construction Inspector?

D.O.T 182.287

CONSTRUCTION INSPECTORS work indoors and outdoors. *CONSTRUCTION INSPECTORS* may work on many kinds of new construction such as bridges, office buildings, dams, and highways. *CONSTRUCTION INSPECTORS* may work for almost anyone who is willing to pay them to make sure construction work is done right.

A *CONSTRUCTION INSPECTOR* may be hired by the company which is paying for the work to make sure the company gets everything it pays for. A *CONSTRUCTION INSPECTOR* may be hired by the architect who designs the building or other construction to make sure everything will look exactly the way it should when the work is finished. Sometimes a *CONSTRUCTOR INSPECTOR* works for a city or county government and inspects new construction to make sure no safety rules are being broken. Contractors whose companies actually go out and build things also hire *CONSTRUCTION INSPECTORS* to make sure all the workers are doing their jobs right.

CONSTRUCTION INSPECTORS have to know all about blueprints and building plans so they can find mistakes and problems before the work is started. They have to know a lot about many different kinds of construction work so they can tell when a job is being done wrong. *CONSTRUCTION INSPECTORS* have to know how to take measurements to make sure everything is level and lined-up right. They check the size to be sure that's right, too.

CONSTRUCTION INSPECTORS keep careful records of how much work is done each day so they can tell whether the construction will be finished on time. Often the records kept by the *CONSTRUCTION INSPECTORS* are used to decide how much to pay the contractors each month.

CONSTRUCTION INSPECTORS take many samples of the materials being used. The samples are tested in laboratories to be sure they are as good a quality as they are supposed to be. If *CONSTRUCTION INSPECTORS* do their jobs right, nobody makes serious mistakes and nobody gets cheated.

If You Want To Be An Inspector

- You should be able to follow written instructions.
- You should be good at explaining instructions to other people.
- You should like to see a job done just right.
- You should not mind spending part of your time behind a desk and part of your time outside in the weather.
- You should not mind having a lot of responsibility.
- You should be patient enough to spend several years learning your job.

3

To Prepare Yourself Now...

- You will need more than a high school education.
- High school courses that will help you are: English, mathematics (geometry, trigonometry, algebra), physics, chemistry, and bookkeeping.
- You should take vocational courses in blueprint reading and building construction at an Area Vocational Center.
- You should consider studying civil engineering or architectural engineering at a Technical Education Center.
- Summer jobs in construction work will give you valuable experience.

Remember!

- It will probably take at least 4 years and maybe as long as 10 years to learn enough to be a *CONSTRUCTION INSPECTOR*.
- Most *CONSTRUCTION INSPECTORS* start out working for contractors and learn by working with many different kinds of construction crews.
- Most *CONSTRUCTION INSPECTORS* travel a lot.
- *CONSTRUCTION INSPECTORS* never stop studying and learning about new building materials, and new construction methods.
- Most employers offer group insurance and bonuses for very good work.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 200 additional *CONSTRUCTION INSPECTORS* during the next 5 years (1972 through 1976). Future employment for persons just beginning their training will, of course, depend on long range construction activity.

4

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *CONSTRUCTION INSPECTORS* work days, 40 hrs/wk.

For More Information Write To:

.Associated General Contractors of America
1957 E Street, NW
Washington, D. C. 20006

More View Jobs To Think About

TITLE	VIEW CARD #
Contractor	65
Estimator	99

State Department of Education
Office of Vocational Education
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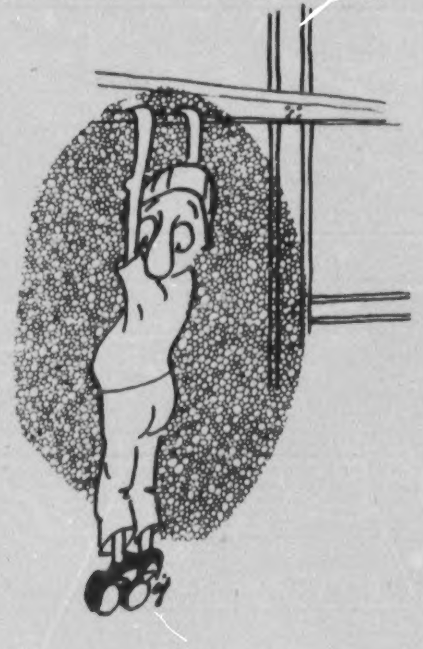
VIEW

VITAL INFORMATION for EDUCATION and WORK

CONSTRUCTION WORKER

D.O.T. 869 884

A *CONSTRUCTION WORKER* hauls, hammers, holds and hoists boards, beams, bricks and blocks to make highways, homes, and high rise offices.



Construction Workers usually hang around new buildings.

2

What's It Like To Be A Construction Worker

D.O.T 869 884

A *CONSTRUCTION WORKER* works outside. Most *CONSTRUCTION WORKERS* work for building contractors. Some work for the state highway department. *CONSTRUCTION WORKERS* build new buildings, highways, dams, sewers, and tunnels. *CONSTRUCTION WORKERS* load and unload trucks. They shovel dirt and stack lumber. They build scaffolds and spread concrete. In some jobs *CONSTRUCTION WORKERS* are taught to use explosives. A *CONSTRUCTION WORKER* does many different jobs but he does some jobs over and over.

CONSTRUCTION WORKERS work very hard. They may have to lift and carry things that weigh as much as 100 pounds. *CONSTRUCTION WORKERS* work whether the weather is hot or cold, dusty or muddy. They may climb beams and scaffolds high above the ground. *CONSTRUCTION WORKERS* have to be careful not to fall or get hit by heavy equipment.

Construction work is usually done on weekdays. Some work on rush jobs may be done in the evening or on Saturdays but *CONSTRUCTION WORKERS* get extra pay for overtime work.

If You Want To Be A Construction Worker

.You should be strong enough to lift and carry 100 pounds.

.You should be healthy so you can work in all kinds of weather.

.You should enjoy working with other people.

.You should like work that makes you use your muscles.

.You should be able to follow instructions and take orders.

.You should not mind doing some jobs over and over again.

.You should not get tired easily and you should have a good sense of balance.

To Prepare Yourself Now...

.A high school education is not required but it may help you get promotions.

.High school courses that will help you are building trades courses, shop, physical education, and arithmetic.

.A summer job with a local contractor may give some firsthand experience.

Remember!

.A *CONSTRUCTION WORKER* has to buy a hard hat and heavy boots and gloves.

.On some jobs *CONSTRUCTION WORKERS* have to belong to a union.

.*CONSTRUCTION WORKERS* may be laid off between jobs and during the winter.

.A *CONSTRUCTION WORKER* needs a car since his job doesn't stay in the same place.

A Look Ahead...

As building increases in South Carolina there will be many more jobs for *CONSTRUCTION WORKERS*. Most jobs will be in the largest cities and industrial areas. Promotion opportunities for *CONSTRUCTION WORKERS* are not good. Additional training is needed for *CONSTRUCTION WORKERS* to get better jobs.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *CONSTRUCTION WORKERS* work days, 40 hrs/wk.
(There may be layoffs in very bad weather, during part of the winter, and between jobs.)

For More Information Write To:

.Laborers International Union of North America
905 16th Street N.W.
Washington, D. C. 20006

.Associated General Contractors of America
1957 E Street N. W.
Washington, D. C. 20006

More View Jobs To Think About

TITLE	VIEW CARD #
Asbestos & Insulation Worker	11
Roofer	163

State Department of Education
Office of Vocational Education
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VITAL INFORMATION for EDUCATION and WORK

Contractor

D.O.T. 182.168

CONSTRUCTION CONTRACTORS are hired to build things for people who don't want to build them themselves.

I'll bet lots of contractors would like to work on a ten-block housing development.

2

What's It Like To Be A Construction Contractor?

D.O.T 182.168

CONSTRUCTION CONTRACTORS run companies that build things for other people. *CONTRACTORS* may build roads, dams, bridges, buildings, pipelines and many other things. Some *CONTRACTORS* only work in one type of construction; others will build almost anything.

Most contracting is about the same as the work a contractor does to build an office. When a group of businessmen decide to have a new building built, they first decide what they want in the building. The businessmen pay architects to draw plans for the building. Next, they choose a *CONTRACTOR* to build the building. The businessmen may show the plans to several *CONTRACTORS* and ask each one how much it would cost to build the building. Each *CONTRACTOR* studies the plans and decides how much the work would be worth. The *CONTRACTOR'S* estimate is called a bid. Usually, the *CONTRACTOR* who can do the work for the lowest price gets the job.

A *CONTRACTOR* has to figure out how much all the materials will cost to build the building. A *CONTRACTOR* also has to know how much it will cost to buy or rent special tools and machinery to build the building. *CONTRACTORS* also have to know how much to pay to get good workers without paying any more than they really need to. *CONTRACTORS* have to know how many workers they will need for each job, and when they will need them. For example: a *CONTRACTOR* doesn't need painters until the walls are built.

CONTRACTORS may hire smaller companies to do part of the work; this is called subcontracting. Often *CONTRACTORS* make special agreements with labor unions. The union agrees to have the right workers on the job at the right time. The *CONTRACTOR* guarantees a certain amount of work at the regular union wages.

If You Want To Be A Contractor

- You should like to work with other people.
- You should be good at giving clear instructions.
- You should not mind working at a desk part of the time and outdoors in all kinds of weather part of the time.
- You should like to solve problems on paper that make things work right physically.
- You should like to stay right with a job from start to finish.
- You should like to watch things being built.

To Prepare Yourself Now...

- You should finish high school.
- High school courses that will help you are: physics, chemistry, algebra, trigonometry, geometry, social studies, bookkeeping, typing, and English.
- You should take vocational courses in blueprint reading and building construction at an Area Vocational Center.
- Courses in civil or architectural engineering or business administration will all give you valuable training for a career as a CONTRACTOR.
- You should try to get summer jobs in construction work while you are still in high school.

Special Entry Requirement!

South Carolina has no special licensing requirement for CONTRACTORS other than a general business license. CONTRACTORS may have to meet special local requirements, however, and must have knowledge of local building codes wherever they take a job.

Remember!

- Because of easy credit terms for new construction, it takes less money to start a business as a CONTRACTOR than it does for many other businesses.
- Many small CONTRACTORS go out of business because they don't know enough about business management or financing.
- Most successful CONTRACTORS start out as construction workers and become skilled laborers before they try to start their own companies.
- Learning enough to be your own boss takes longer than learning to work for someone else.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 600 more CONTRACTORS and Construction Superintendents during the next five years (1972-76). A CONTRACTOR is his own boss so, instead of getting promotions, a CONTRACTOR advances by building a bigger and better business.

Salary

Starting Pay: $5.00 to $7.21/hr

Hours

CONTRACTORS work as long as it takes to do the job right.

For More Information Write To:

- Associated General Contractors of America, Inc.
  1957 E Street, N.W.
  Washington, D. C. 20006
- National Association of Home Builders
  Manpower Development & Training Department
  1025 Connecticut Avenue NW, Suite 810
  Washington, D. C. 20036

More View Jobs To Think About

TITLE	VIEW CARD #
Construction Inspector	63
Estimator	99

State Department of Education
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Security Commission

VITAL INFORMATION for EDUCATION and WORK

COOK and CHEF

D.O.T. 313 131

A *COOK* prepares meals, snacks, salads and banquets. A good *COOK* makes food smell good, look good and taste good.

Here rabbit, rabbit, rabbit . . .

2

What's It Like To Be A COOK OR CHEF

D.O.T 313 131

A *COOK* works in a kitchen. A kitchen is a very clean place to work. It can also be a very warm place to work. A *COOK'S* duties depend mostly on the size of the kitchen. In a large hotel, restaurant, or hospital the kitchen may have many *COOKS*. One *COOK* may fix only vegetables; another only meat. There might be a different *COOK* to make salads, and another one to make soup. In a small kitchen there might be one *COOK* who does all the cooking with a helper to wash dishes and peel vegetables.

Cooking is hard work, a five gallon pot of soup weighs about 40 pounds. A *COOK* may have to plan menus, order food and supervise his kitchen helpers in addition to cooking. A *CHEF* in a large restaurant doesn't have time to do much cooking. A *CHEF* has to decide how the food is to be served and must see that all the *COOKS* working for him prepare their foods correctly. A *CHEF* may also keep inventory records.

If You Want To Be A COOK OR CHEF

.You should have a real interest in food and cooking.

.You should be creative.

.You must have a habit of staying neat and clean.

.You must be in good health.

.You should be in good physical condition since *COOKS* have to stand most of the time and lift heavy pots.

.You should have a good sense of taste and of smell.

.You should be able to follow instructions well.

To Prepare Yourself Now...

- .A high school education will help you get into a better job and may help you earn quicker promotions.
- .Food service programs in high school or an area vocational school will give you excellent training.
- .A part time or summer job at a restaurant will give you a good idea of working conditions for *COOKS*.
- .The armed Services train *COOKS*.
- .A *CHEF* may need additional training in business management.
- .On-the-job training is available but advancement is much faster with school training.

Remember!

- .*COOKS* must have frequent blood tests and chest X-rays to work in kitchens and dining rooms.
- .Some *COOKS* get free meals and uniform laundry.
- .Some employers offer paid vacations and holidays, medical insurance, and retirement plans.

A Look Ahead...

There is a great demand in South Carolina for qualified *COOKS*. Opportunities for well-trained beginners should be excellent during the next five years. The best opportunities for promotions are in large restaurants and institutions. The best paying *CHEF* positions may require training in business management as well as an expert knowledge of cooking.

Salary

Starting Pay Range: $1.60 to $3.34/hr

Hours

Most *COOKS* work 40 hours/wk, days or nights.

Most *CHEFS* work about 30 hours/wk, days or evenings.

Some *COOKS* in small establishments work 10 hrs/day, 6 days/wk.

For More Information Write To:

.Culinary Institute of America, Inc.
393 Prospect Street NW
New Haven, Connecticut 06511

.National Institute for the Food Service Industry
120 S. Riverside Plaza
Chicago, Illinois 60606

.The Educational Institute
American Hotel and Motel Association
Kellogg Center, Michigan State University
East Lansing, Michigan 48823

.Council on Hotel, Restaurant and Institutional Education
1522 K Street NW
Washington, D. C. 20005

More View Jobs To Think About

TITLE	VIEW CARD #
Baker	17
Dietetic Technician	56
Food Assembler	79
Retail Meat Cutter	161

State Department of Education
Office of Vocational Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

COSMETOLOGIST

D.O.T. 382 884

COSMETOLOGISTS OR BEAUTICIANS style hair, give beauty treatments and offer consultation and guidance in the use of cosmetics.

Soaking your nails in dishwashing liquid

is the least of your worries.

Don't ask what's on your hair!

2

What's It Like To Be A Cosmetologist

D.O.T 382 884

A *COSMETOLOGIST* works in a beauty salon. A beauty salon is usually very clean and a comfortable place to work. Ventilation is usually good, but there are strong odors from some of the chemicals used. A *COSMETOLOGIST* almost works standing up so feet and legs may be tired by the end of the day.

COSMETOLOGISTS cut hair, give permanent waves, bleach hair, dye hair, or tint hair. *COSMETOLOGISTS* also apply face creams and give manicures and massages. Between customers *COSMETOLOGISTS* have to clean and sterilize their equipment, make appointments, and order supplies.

There is usually a lot of gossip in a beauty salon. Customers may tell things to a *COSMETOLOGIST* that should never be repeated. Not all *COSMETOLOGISTS* are women. About 10% of all *COSMETOLOGISTS* are men.

If You Want To Be A Cosmetologist

- You should like to do things for other people.
- You should have some artistic talent.
- You must not be allergic to cosmetics.
- You should have good color vision.
- You should be patient, friendly, and courteous when working with other people.
- You must be able to keep secrets.
- You must be strong enough to work on your feet all day.
- You should enjoy making people look better and feel better.

To Prepare Yourself Now...

.You must finish at least 2 years of high school.

.You must take a 2 year course in cosmetology.

.High school courses that will help you are: chemistry, biology, hygiene, physiology, business mathematics, and English (grammar and spelling).

.You may study cosmetology at an area vocational school or a technical education center.

.The State Board of Cosmetology will send you a list of approved beauty culture schools in your area.

Remember!

.You must be at least 18 years old to be licensed as a *COSMETOLOGIST*.

.You must have at least 2 years of high school to begin training as a *COSMETOLOGIST*.

.You must take a 2 year course in cosmetology.

.You must get a health certificate from your County Health Department.

.You must pass an examination given by the State Board of Cosmetic Art Examiners to start work as a *COSMETOLOGIST*.

.After six months of on-the-job experience you may take a test to become a registered *COSMETOLOGIST*.

.You may have to buy some of your own equipment.

.You will have to buy your own uniforms.

.Some employers offer paid vacations and group life insurance.

A Look Ahead...

There is a steady demand for qualified, well-trained *COSMETOLOGISTS* in South Carolina. A registered *COSMETOLOGIST* rarely has any trouble finding a job. With plenty of experience and some additional training a *COSMETOLOGIST* may become a salon manager, a teacher in a cosmetology school, the beauty editor of a newspaper, a State Cosmetology Board Inspector, or a demonstrator for a cosmetic firm.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Pay may be all salary, salary plus commission, or commission only
Most *COSMETOLOGISTS* get tips from their customers in addition to pay.

Hours

Most *COSMETOLOGISTS* work days, 40 to 50 hrs/wk
COSMETOLOGISTS often work on Saturdays.

For More Information Write To:

.National Hairdressers and Cosmetologists Association
3510 Olive Street
St. Louis, Missouri 63103

State Department of Education
Office of Vocational Education
Research Coordinating
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Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

CAMP COUNSELOR

D.O.T. 159 228

CAMP COUNSELORS supervise training and recreational programs in day camps and overnight camps.

Alright, its time to see what you've learned in "trout fishing, lesson 1", and remember, the early camper gets the worm.

2

What's It Like To Be A Camp Counselor

D.O.T 159 228

CAMP COUNSELORS work outside. They teach skills such as outdoor sports or handicrafts. Some work in day camps. Others work in camps with tents or shelters where campers stay for weeks at a time. The ones who work in day camps usually work with young children. Many overnight camps are operated by scouting groups.

In some camps the counselors all live together in one building like an army barracks. In others, they stay in tents or simple shelters. Counselors at day camps usually live at home and travel back and forth to work.

Each counselor may teach only one or two skills. A nature lore counselor teaches campers to identify plants and animal signs. Swimming counselors teach people how to keep from drowning. They may also teach good swimmers how to keep others from drowning. Some counselors teach physical fitness. Others teach first aid, canoeing, archery or woodcarving.

Counselors have other jobs that have nothing to do with camping or outdoor sports. They may have to settle arguments or stop fights. They may have to cheer up a homesick camper. They have to watch carefully for illnesses or injuries and see that the campers get proper medical care. A counselor's biggest job is to see that the campers enjoy themselves safely. One careless, impatient, or unfair counselor can make a lot of campers unhappy.

If You Want To Be A Camp Counselor

.You should like to work with other people.

.You should be able to explain things to others easily.

.You should have a lot of patience.

.You should prefer to work outside.

.You should be willing to accept responsibility for the welfare of others.

.You should work well as a team leader.

To Prepare Yourself Now...

.You should finish high school.

.High school studies that will help you are physical education, English, music, art, and shop courses.

.You can get a job as a *CAMP COUNSELOR* more easily if you belong to an organization that runs a summer camp (Boy Scouts, Girl Scouts, church groups, etc.).

.You should consider taking Red Cross courses in first aid and water safety.

Remember!

Camp counseling is usually a temporary, summer job.

.Fringe benefits in overnight camps include housing and meals.

.Most *CAMP COUNSELORS* are students. Some camp directors prefer to hire college students.

.Counselors are also responsible for keeping a camp neat and clean.

.A counselor is expected to be an expert in the subject taught. Counselors in some subjects are expected to have special training.

A Look Ahead...

The increasing popularity of camping may increase the demand for *CAMP COUNSELORS*. Right now there is very little demand in South Carolina. National organizations such as the Boy Scouts and the Girl Scouts operate camps all over the country. Job opportunities are best for those with special training in some outdoor skill.

Salary

CAMP COUNSELORS are usually paid minimum hourly wages.

Hours

Counselors are often busy from sunrise until after dark at overnight camps.

Counselors in day camps usually work from 6 to 10 hours/day, 6 days/week.

For More Information Write To:

.American Association for Health, Physical Education
and Recreation
1201 Sixteenth Street, NW
Washington, D. C. 20036

More View Jobs To Think About

TITLE	VIEW CARD #
Child-Day-Care-Center Worker	52
Recreation Worker	227
Swimming Instructor	267

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

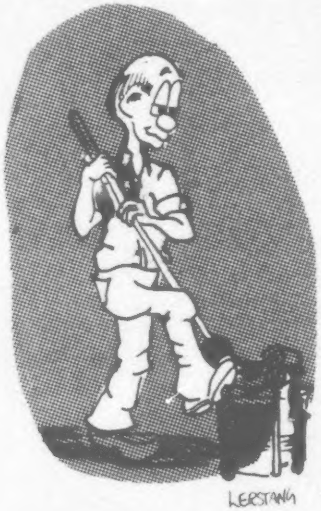
VIEW

VITAL INFORMATION for EDUCATION and WORK

CUSTODIAN

D.O.T. 382 884

CUSTODIANS take care of buildings. *CUSTODIANS* make sure buildings are warm enough in the winter and cool enough in the summer. *CUSTODIANS* keep buildings clean and well-lighted. *CUSTODIANS* may also take care of the property around a building.



A Janitor is a Custodian.

2

What's It Like To Be A CUSTODIAN

D.O.T 382 884

CUSTODIANS work in apartment houses, school buildings, skyscrapers, hospitals and colleges. *CUSTODIANS* work in any building big enough to keep a person busy just cleaning and fixing things. A *CUSTODIAN* makes sure everything in and around his building is clean, neat, and working right. He has to know a little bit about many different kinds of work. If anything is broken that a *CUSTODIAN* can't fix himself, he may be the one who calls a carpenter or an electrician or a plumber to fix it.

A *CUSTODIAN* works hard. *CUSTODIANS* sweep, mop, scrub, and wax floors. They keep furnaces, fans, and air conditioners cleaned and working right. *CUSTODIANS* sometimes fix doors that stick, stairs that squeak, or drains that get stopped up. *CUSTODIANS* mow grass, clip bushes, and rake leaves. A *CUSTODIAN* has to know what kind of tools and cleaners to use on each job. He may use machines for scrubbing, waxing, polishing, or steam cleaning.

Some *CUSTODIANS* work alone. A *CUSTODIAN* who works in an apartment building may have emergency jobs any time of the day or night. Sometimes a *CUSTODIAN* has to help people who complain a lot. Many of the people who live and work in a large building become friends of a good *CUSTODIAN*.

If You Want To Be A CUSTODIAN

- You should be strong enough to lift 100 pounds and carry 50 pounds.
- You have to be able to work hard and see what needs to be done without someone telling you.
- You have to know how to use and take care of many kinds of hand tools.
- You shouldn't mind working inside part of the time and outside part of the time.
- You should be healthy enough to work in all kinds of weather.
- You should remember that a *CUSTODIAN* does many different jobs, but he does some jobs over and over again every day.

To Prepare Yourself Now...

.Shop courses in high school or vocational school will help you learn to use hand tools correctly.

.Only an elementary education is necessary, but a high school education will help you pass some employers' tests.

.Some companies hire students part-time to help *CUSTODIANS*.

Remember!

.Some jobs require a security clearance, driver's license, or medical checkup.

.A Civil Service Exam is given for *CUSTODIAN* jobs in government buildings.

.Veterans get first choice of *CUSTODIAN* jobs in government buildings.

.Some employers offer paid vacations and holidays.

.Some employers offer retirement and insurance plans.

.Many apartment *CUSTODIANS* live in a free apartment.

.Most *CUSTODIANS* are at least 18 years old.

.*CUSTODIANS* may have to work on weekends.

.Most *CUSTODIANS* are men.

A Look Ahead...

The demand for *CUSTODIANS* is increasingly good because of the growth of city and government services. The opportunities for promotions are low, however, and most people who start out as *CUSTODIANS* stay *CUSTODIANS*.

Salary

Starting Pay Range: $1.60 to $2.25/hr

Hours

Most *CUSTODIANS* work evenings or nights, 40 hours/wk
Some *CUSTODIANS* work weekends and get two days off during the week.

For More Information Write To:

.Building Service Employees' International Union
900 Seventeenth Street, N. W.
Washington, D. C. 20006

.Local Office of the U. S. Civil Service Commission

More View Jobs To Think About

TITLE	VIEW CARD #
Maintenance Man	117
Maid (Hotel & Motel)	156

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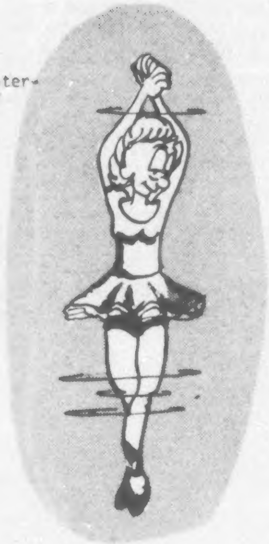
VIEW

VITAL INFORMATION for EDUCATION and WORK

DANCER

D.O.T. 151.048

DANCERS are artists who entertain with grace and rhythm of movement.



A cute ballerina named Anne
Revealed a remarkable plan
She started to twirl
With a furious whirl
And drilled her way through to Japan.

2

What's It Like To Be A Dancer

D.O.T 151 048

DANCERS are artists who entertain audiences with graceful, rhythmic motion. There are several specialties in dance. There are ballet and modern dance. There are exhibition dances and the dance routines of musical comedy. Some *DANCERS* specialize in dances developed by a particular group of people (ethnic dances). Examples of ethnic dances are the Spanish Gypsy Flamenco, the American Indian Hoop Dance, and the Hawaiian Hula.

Many *DANCERS* often work together in dance companies. They may perform in many different places. Circuses, ice shows, fairs, and festivals hire dancers. Dance companies may go on tour, performing in theaters all over the country or around the world. *DANCERS* often perform on ocean liners, in night clubs, and in resort hotels. Television programs and motion pictures also use *DANCERS*.

Preparation for professional dancing takes many years of hard work. Training for ballet usually starts at about the age of 8. Modern dance and other specialties require fewer years of training. The decision to make a career of dancing is usually made by the age of 16. Most *DANCERS* try out for their first professional job by the time they are 17 or 18. The early training is usually taken with private instructors at home or at the teacher's studio. Serious students often travel to large cities to take lessons from well-known dance instructors. Only those *DANCERS* who intend to teach dance usually go to college. They may earn either a Bachelor of Arts degree in dance or a Bachelor of Science degree depending on whether they study dance in a school of fine arts or a school of education.

When *DANCERS* aren't performing they are practicing. Daily practice and exercise are necessary to keep muscles strong and limber.

If You Want To Be A Dancer

.You should have a very strong interest in dance as an art form.
.You should have a strong, well-proportioned body.
.You should be willing to continue training and practicing throughout your career.
.You should have a good sense of rhythm.
.You should work well as a member of a team.
.You should enjoy travelling.
.You should enjoy performing for an audience.
.You should have a creative imagination and a good memory.

To Prepare Yourself Now...

.You should be taking dance lessons while you are in high school.

.High school courses that will help you are: music, physical education, and (if you hope to teach dance) any college preparatory courses recommended by your guidance counselor.

.You should consider attending a school of dance that offers high school academic subjects as well as dance instruction (see page 4 for information source).

.A Bachelor of Arts or Bachelor of Science degree in dance requires four years of study at a college or university.

Remember!

.Training for dance specialties other than ballet does not require as early a start.

.Because of the youthful appearance and agility needed, ballet performers often have shorter careers than other dancers.

.There is presently little demand for exhibition dancing (tap, ballroom, acrobatic).

.Because more women choose dance as a career there is less competition for male dancers.

.Many dancers belong to professional associations or unions.

.Some dancers also work as actors or models.

A Look Ahead...

There are more people trying to make a career of dancing than there are jobs for dancers. Even successful dancers must save money for the many times they are out of work between jobs. Professional associations, unions, and talent agents can help but none of them can guarantee year-round employment.

Salary

Earnings depend on an individual's specialty and the number of seeks worked each year. Dancers are paid for rehearsal time and show time. Dancers on tour usually receive an extra allowance for room and board.

Hours

Rehearsals and shows usually take about 30 hrs/wk.
Between jobs dancers must spend several hours practicing each day.

For More Information Write To:

.American Guild of Musical Artists
1841 Broadway
New York, New York 10023

.Ask your librarian to help you get copies of Dance Magazine.

More View Jobs To Think About

TITLE	VIEW CARD #
Actor and Actress	2
Coach, Drama	58

State Department of Education
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VITAL INFORMATION for EDUCATION and WORK

DENTAL ASSITANT

D.O.T. 079 378

A *DENTAL ASSISTANT* helps a dentist examine and treat patients in a dentist's office.

Just try to relax sir.
The doctor is sharpening
his ice pick now.
LEKSTANG

2

What's It Like To Be A Dental Assistant

D.O.T 079 378

DENTAL ASSISTANTS work in dentists' offices. They do the routine jobs that don't require a lot of medical training. *DENTAL ASSISTANTS* sterilize insturments and mix fillings. They prepare x-rays and get patients ready for the dentist. In a small office the *DENTAL ASSISTANT* may also be a receptionist and general office clerk.

People are often nerous in a dentist's office and the *DENTAL ASSISTANT* has to be pleasant and friendly to help them feel more comfortable. A *DENTAL ASSISTANT* has to be sympathetic toward people who are in pain, but can't let a yell or two distract her from her work.

A *DENTAL ASSISTANT* shouldn't let the unpleasant odors of some dental preparations keep her from doing a good job. It won't make the patient feel any better if the *DENTAL ASSISTANT* embarrasses the patient because of something like bad breath.

A dentist's office is clean, well-lighted and usually air-conditioned. A *DENTAL ASSISTANT* has to work standing up and walking around most of the day, but doesn't have to lift or carry anything very heavy.

If You Want To Be A Dental Assistant

.You should have good personal habits of health and cleanliness.

.You must be kind and patient with people who are sick or in pain.

.You must not be emotionally upset by unpleasant things like the sight of blood or cries of pain.

.You must be able to take orders and follow instructions well.

.You must pay close attention to details.

.You have to be able to take responsibilities.

.You should be neat and orderly in your work.

.You must like to work with other people.

.You must not have any contagious diseases.

To Prepare Yourself Now...

.You will need a high school education.

.You should take high school courses in life sciences, bookkeeping, typing and health or hygiene.

.You should take a *DENTAL ASSISTANT* course at a regional Technical Education Center.

Remember!

.With more education a *DENTAL ASSISTANT* may become a *DENTAL HYGIENIST*.

.After completing a *DENTAL ASSISTANT* course you may take the South Carolina test for certification.

.The Council on Dental Education can tell you which *DENTAL ASSISTANT* courses are accredited.

.If you have been convicted of a major crime or if you have been a drug addict you can't get a job as a *DENTAL ASSISTANT*.

.Part-time work may also be available for *DENTAL ASSISTANTS*.

.Almost all *DENTAL ASSISTANTS* are women.

.Many dentists offer paid vacations, holidays, and health insurance.

A Look Ahead...

Because there are not enough dentists there is a steady demand for *DENTAL ASSISTANTS* to help each dentist take care of more patients. There are many job openings caused by *DENTAL ASSISTANTS* getting married and quitting work. Part-time jobs can also be found for *DENTAL ASSISTANTS*. Many *DENTAL ASSISTANTS* take more school training and become *DENTAL HYGIENISTS*.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *DENTAL ASSISTANTS* work days, 40 hrs/wk.
Part-time work is also available.

For More Information Write To:

.American Dental Association
Council on Dental Education
211 East Chicago Avenue
Chicago, Illinois 60611

More View Jobs To Think About

TITLE	VIEW CARD #
Dental Hygenist	72
Dentist	73
Orthodontist	188

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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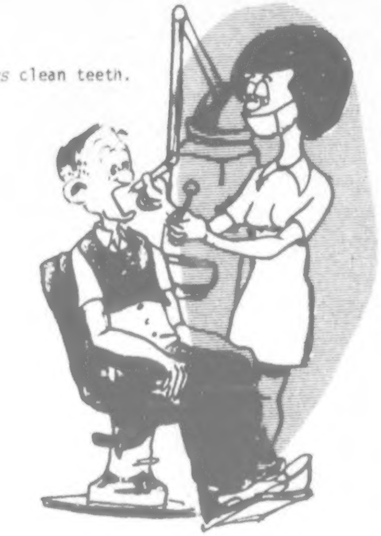
Security Commission

VITAL INFORMATION for EDUCATION and WORK

Dental Hygienist

D.O.T. 078.368

DENTAL HYGIENISTS clean teeth.



There sure is a lot of
silver here.
Have you been unwrapping
your candy bars?

2

What's It Like To Be A DENTAL HYGIENIST

D.O.T. 078.368

DENTAL HYGIENISTS work in dentists' offices. They clean patients' teeth to prevent decay. They also teach patients to take better care of their teeth. In many offices they prepare X-rays. In a small office they may also do the work of a dental assistant.

DENTAL HYGIENISTS remove stains and calcium deposits from patients' teeth. They polish fillings and teeth. They massage the patients' gums. They may also apply flouride compounds to the teeth to prevent decay.

While cleaning teeth *HYGIENISTS* make notes of any dental problems. They prepare a chart for the dentist to use in treating the problems.

A dentists' office is a comfortable place to work. It is very clean, well-lighted, and usually air conditioned. The work does require a lot of concentration. It also requires standing up most of the time.

In a small office a *DENTAL HYGIENIST* may keep appointment records. The *HYGIENIST* may mix fillings for the dentist. In larger offices such jobs are done by a receptionist and a dental assistant.

Some *DENTAL HYGIENISTS* work in schools, clinics, hospitals, and industrial plants. Some are also civilian employees of the armed services.

If You Want To Be A DENTAL HYGIENIST

.You should like to work with people.

.You should be kind, gentle, and patient.

.You should have good personal hygiene habits.

.You should notice details.

.You should be neat and orderly in your work.

.You must not be easily upset by unpleasant odors, blood, or someone else's minor pains.

.You must be willing to accept full responsibility for your work.

.You must have no record of drug addiction or convictions of major crimes.

To Prepare Yourself Now...

.You should finish high school.

.High school courses that will help you are: life sciences, health or hygiene, and college preparatory courses recommended by your guidance counselor.

.You should take a two-year course in dental hygiene at a Technical Education Center. (You must apply by the middle of your senior year in high school.)

Special Entry Requirements

.For a state license you must pass examinations given by the National Board of Dental Hygiene and the South Carolina Board of Dentistry.

Remember!

.Part-time work is usually available for *DENTAL HYGIENISTS*.

.Almost all *DENTAL HYGIENISTS* are women.

.*DENTAL HYGIENISTS* who work full-time usually get paid vacations and holidays, sick leave, and group health insurance.

.If you have been convicted of a major crime or if you have been a drug addict you cannot work as a *DENTAL HYGIENIST*.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 90 new *DENTAL HYGIENISTS* during the next four years. Others will also be needed to replace those who quit or retire. Because of the greater shortage of dental assistants many *HYGIENISTS* may also expect to do much of the work of a dental assistant during the next few years.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

DENTAL HYGIENISTS work 5 days, 35 to 40 hrs/wk.
Part-time work is usually available, too.

For More Information Write To:

.American Dental Hygienists' Association
211 East Chicago Avenue
Chicago, Illinois 60611

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Dental Assistant	71
Dentist	73
Orthodontist	188

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
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Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

DENTIST

D.O.T. 072.108

DENTISTS help their patients take proper care of their teeth and gums.

Your teeth were fine,

but your gums had to come out.

2

What's It Like To Be A DENTIST

D.O.T 072.108

DENTISTS usually work in rented offices. Although there are several specialties in dentistry, most *DENTISTS* are in general practice. They may furnish their offices in whatever way is most comfortable for themselves and their patients. Basic dental equipment is very expensive. Much equipment may be leased, rather than bought, but few *DENTISTS* have much money left over during the first year. Their income usually increases rapidly after the first year, however.

DENTISTS try to keep their patients' teeth healthy. They treat teeth with flouride compounds to prevent decay. They teach proper methods of home dental care. They repair or remove damaged teeth. They treat gum diseases. They make and fit false teeth. They may perform operations on the mouth or jaw. They also fit braces to straighten crooked teeth. A specialist may do only one or two of these jobs. General practitioners may send some of their patients to specialists for certain kinds of work.

DENTISTS must also be business managers. They often have several employees working for them. They may hire a receptionist, a dental assistant, and a dental hygienist to keep up with the work in a busy office.

If You Want To Be A DENTIST

.You should like to work with the people.

.You should work well with your hands.

.You should have good vision (glasses are OK).

.You should enjoy science and mathematics.

.You should prefer to work indoors.

.You should not mind reading and studying a lot.

.You should be very neat and precise in your work.

.You should be willing to accept the responsibility of running your own business.

To Prepare Yourself Now...

.You should finish high school with plans to attend a college or university followed by dental school.

.High school courses that will help you are: English, biology and other science courses, mathematics, and any college preparatory courses recommended by your guidance counselor.

.The Medical University of South Carolina at Charleston requires the following for admission: 3 years of college (including courses in English, physics, biology, chemistry and mathematics), and a satisfactory score on the Dental Aptitude Test.

Special Entry Requirements

Dental school graduates must pass an examination given by the South CarolinaaState Board of Dentistry to get a license to practice dentistry in South Carolina.

Remember!

.90% of all *DENTISTS* are general practitioners.

.Many *DENTISTS* switch from full-time to part-time work instead of retiring.

.The success of a *DENTIST* depends on how well the *DENTIST* gets along with other people as well as his dental skill.

A Look Ahead...

The demand for *DENTISTS* is expected to remain high during the next ten years. The greatest demand is in small towns and rural areas where the expected income is lowest. Expected income is highest in large cities where competition for beginning *DENTISTS* is also greatest.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

The national average is about $30,000/yr.

Hours

Self-employed *DENTISTS* work from 30 to 50 hrs/wk.

For More Information Write To:

.American Association of Dental Schools
1625 Massachusetts Avenue, NW
Washington, D. C. 20036

.American Dental Association
211 East Chicago Avenue
Chicago, Illinois 60611

More View Jobs To Think About

TITLE	VIEW CARD #
Dental Assistant	71
Dental Hygienist	72
Orthodontist	188

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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Security Commission

VIEW

Vital Information for Education and Work

Department Store Salesperson

D.O.T. 289 458

A *DEPARTMENT STORE SALESPERSON* helps people find the merchandise they want or need, accepts the customer's money for the store, wraps the merchandise and thanks the customer for shopping at the store.

Department store salespeople

are like doctors ....

it pays to have

a lot of patience.

2

What's It Like To Be A Department Store Salesperson

D.O.T 289 458

A *DEPARTMENT STORE SALESPERSON* works in a store which sells many different types of merchandise. A department store may sell furniture, appliances, toys, hardware, and clothing. Each type of merchandise is sold in a particular department or section of the store. In many large stores each department may have a different manager.

A *DEPARTMENT STORE SALESPERSON* may specialize in selling one type of merchandise. A salesperson who specializes will work in the same department every day. Other *DEPARTMENT STORE SALESPERSONS* sell many different kinds of merchandise and work in any department that is busy. The group of salespeople that moves from department to department to help during rush seasons and to take the place of vacationers is often called a flying squad.

DEPARTMENT STORE SALESPERSONS do a lot of things besides selling the merchandise. They also put the merchandise on the shelves and counters. They keep the merchandise sorted out and neatly stacked. They dust the counters and shelves. They keep the cash register stand stocked with bags, boxes, tapes, and sales receipts. Salespeople operate cash registers and make change. They may give customers advice on the selection and care of some merchandise.

A department store is usually a very comfortable place to work. Most department stores are air-conditioned and carpeted. Many of them have a storewide sound system for soft background music.

If You Want To Be A Department Store Salesperson

- You should like to meet and talk with people.
- You should not make mistakes even when very rushed.
- You should not let anger show even when people are very rude and unreasonable.
- You should be able to work on your feet all day.
- You should be able to look around and see for yourself what needs to be done when no customers are around.
- You should notice what is going on around you even when you are busy with something else.
- You should enjoy helping people make good shopping decisions.

To Prepare Yourself Now...

- .You will need a high school diploma to get most *SALESPERSON* positions.
- .High school courses that will help you are: English, speech, business arithmetic, typing, and bookkeeping.
- .Distributive education can give you excellent preparation.

Remember!

- .Most department stores offer employee discounts on store merchandise.
- .Many employers offer profit sharing plans.
- .Part-time work while taking business courses can lead to management positions.
- .Some employers offer free correspondence courses or tuition plans for business education.
- .Some employers offer paid vacations and holidays, group insurance and retirement plans.

A Look Ahead...

Stores in South Carolina need over 300 *SALESPERSONS* every year. Most jobs are in the suburban areas of the larger cities. The greatest demand is just before Christmas and near the end of summer. With proper education and experience *SALESPEOPLE* may be promoted to department managers, buyers, division managers or even store managers.

Salary

Starting Pay Range: $1.60 to $3.25/hr

Hours

SALESPERSONS may work any hours between 8:30 a.m. and 10:00 p.m., Monday through Saturday, 40 hrs/wk.

For More Information Write To:

.The National Retail Merchants Association
100 W. 31st Street
New York, New York 10001

More View Jobs To Think About

TITLE	VIEW CARD #
Furniture Salesperson	84

State Department of Education
Office of Vocational Education
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Security Commission

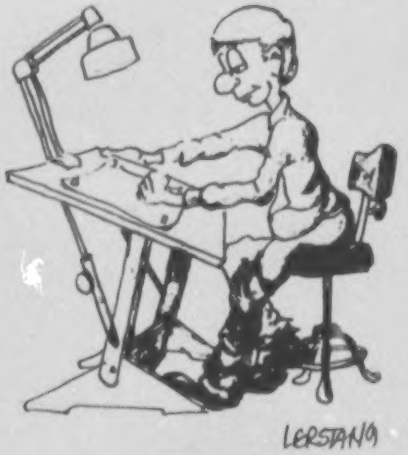
VIEW

Vital Information for Education and Work

Designer, Automotive

D.O.T. 017 281

AUTOMOTIVE DESIGNERS draw plans for new car styles.



...and a fin here, and a wing there....

no, make it two fins.

2

What's It Like To Be An Automotive Designer

D.O.T 017 281

AUTOMOTIVE DESIGNERS create new "styles" of automobiles. Many designers and engineers work together to make a new car design. Most design changes are made just to make new cars look different from the old ones. Some design changes are made to try new mechanical systems. Others are made to increase safety or convenience.

Several engineering decisions are made before the actual design work starts. Designers must be told where the engine and transmission will go. They must know how many people or how much luggage is to be carried. They must also know whether the company wants a compact or full-size car. The desired price range of the car also affects the design.

Once the basic requirements are known, the designers make sketches of their ideas. Engineers, designers and merchandisers choose the best sketches. From the sketches full-size drawings are made of the inside and the outside of the car. Next, the drawings are used to make a wood and clay model (full-size). Outside styling details are worked out on the clay model. A fiber glass model is made from molds taken from the clay model. The fiber glass model is finished just like a real car, inside and outside.

The fiberglass model is used to make more drawings. Equipment is ordered to make the new parts. Before the production line is changed to make the new cars, several test cars, called prototypes, are made to test production methods and the overall design.

At any stage of design the designers may have to make changes. Engineering problems may require some changes. Others are necessary to make the car easier to manufacture. Many designs are never produced because of problems that cannot be corrected by small design changes.

If You Want To Be An Automotive Designer

.You should prefer to work indoors.

.You should work well as a member of a team.

.You should have a good imagination.

.You should draw well.

.You should be good at explaining your ideas to others.

.You should be able to admit when someone else has a better idea.

.You should enjoy solving practical problems.

To Prepare Yourself Now...

- .You should finish high school with plans to attend an engineering school or school of design.
- .High school courses that will help you are: mathematics, physics, metal shop, basic automobile mechanics, and English.
- .You should visit automobile shows to get a look at advanced design concepts.

Remember!

- .Most jobs for *AUTOMOTIVE DESIGNERS* are in Detroit and Dearborn, Michigan.
- .Most automobile maufacturing workers belong to labor unions.
- .Major auto manufacturers offer paid vacations and holidays, life and health insurance, pension plans, and profit-sharing funds.

A Look Ahead...

There is no demand for *AUTOMOTIVE DESIGNERS* in South Carolina. There is a lot of competition for jobs with the three major American car manufacturers in Michigan. Qualified *AUTOMOTIVE DESIGNERS* can also find jobs in many areas of industrial design, however. A change to smaller, more efficient cars may temporarily increase the demand for *AUTOMOTIVE DESIGNERS*.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

AUTOMOTIVE DESIGNERS usually work days 35 to 40 hours/week.

For More Information Write To:

.Automobile Manufacturers Association, Inc.
320 New Center Building
Detroit, Michigan 48202

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

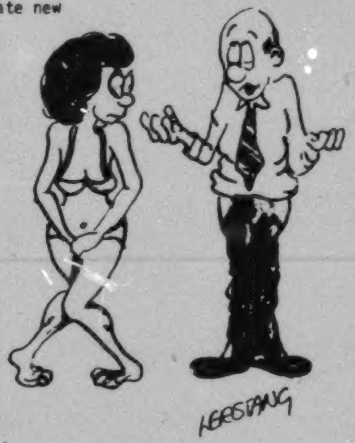
The South Carolina Employment
Security Commission

VITAL INFORMATION for EDUCATION and WORK

Designer, Fashion

D.O.T. 142 081

FASHION DESIGNERS create new styles in clothing.



But its exactly what the fashion industry needs - a gownless evening strap!

2

What's It Like To Be A Fashion Designer

D.O.T 142 081

FASHION DESIGNERS design clothing. They also design clothing accessories such as shoes, hats, belts, and gloves. Many designers work for garment manufacturers. Some work for retail stores that sell original clothing. Others work for textile firms designing new fabrics for clothing. Some work for companies that sell dress patterns. *FASHION DESIGNERS* also design costumes for theater companies, television shows, and motion picture studios.

Some *FASHION DESIGNERS* sketch their ideas on paper first. Others prefer to "create" the design with muslin or other fabric on a dressmakers' dummy. A designer may have several assistants. Some of the assistants may shop for fabrics. Others help make sketches. Others alter and "fit" designs for the models who will display them.

Many designers specialize in one area of fashion. Some only design clothing for a particular age group. Others may design only one type of clothing such as sportswear.

Designers must have good imaginations but their designs must also be practical. They must know what will be required to produce a design. They must know the good and bad features of many kinds of fabrics. They must consider what sort of activities a design will be suited to. Designers must also consider what it will cost to produce a design.

Most designers start out as assistants to experienced designers. They may work in many different jobs at first. The more a young designer learns about fabrics and fitting, the fewer mistakes will be made later on.

If You Want To Be A Fashion Designer

.You should have a strong interest in style and fashion.
.You should notice the fit and appearance of other's clothing.
.You should enjoy making or altering your own clothing.
.You should notice differences in fabrics.
.You should have some artistic talent.
.You should prefer to work indoors.
.You should be good at explaining your ideas to others.
.You should not be afraid of competition.
.You should not mind working under the pressure of a deadline.
.You should have good color vision.

To Prepare Yourself Now...

- You should finish high school.
- High school courses that will help you are home economics (especially sewing), anatomy, art, history, and distributive education.
- Any kind of job that allows you to work with fashion designers can give you a start in this field.
- Designing and making your own clothes is an excellent way to gain experience.

Remember!

- Some designers travel a great deal selling designs and buying fabrics.
- Designers are often limited by the price range of the clothing they are hired to design.
- A designer may be expected to prepare from thirty to sixty designs for one fashion show at the start of a "season".
- Designing leather goods such as shoes, gloves, handbags, and belts requires more technical knowledge than most areas of design.
- Most employers offer paid vacations and holidays, retirement plans, group insurance, and sick leave.
- Retail stores often give their employees discounts on store merchandise.

A Look Ahead...

The greatest demand for *FASHION DESIGNERS* in South Carolina is in the ready-to-wear garment industry. There are not very many positions available. Most jobs in fashion design are in the nation's largest cities. New York, San Francisco, Philadelphia, and Denver are all large centers of the fashion industry.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

FASHION DESIGNERS usually work days, 40 hours/week.

Weekend and night work is often necessary to meet deadlines at the beginning of a new "season".

For More Information

Ask your librarian to help you find books on fashion design.

OR

Visit a garment factory in your area to see *FASHION DESIGNERS* at work.

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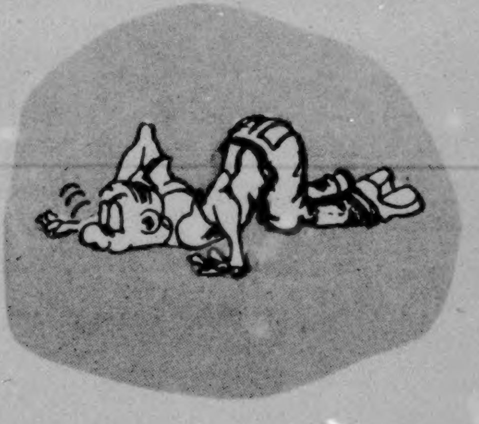
VIEW

VITAL INFORMATION for EDUCATION and WORK

DETECTIVE

D.O.T. 376.268

DETECTIVES work to solve crimes, protect property, and locate missing persons.



The best detectives are very nosey people.

2

What's It Like To Be A Detective

D.O.T 375
376 268

DETECTIVES protect property, investigate crimes, and locate missing persons. Many *DETECTIVES* work for police departments. Many work for department stores, hotels, railroads, insurance companies and other businesses. Some work for detective agencies. Some are self-employed.

To investigate a crime *DETECTIVES* usually visit the scene of the crime to try to figure out exactly what happened. They may search for fingerprints, footprints, threads from clothing and other clues. They locate and interview witnesses. All clues and witness statements must be carefully recorded for use in court. *DETECTIVES* try to maintain good contacts with people who might be able to provide information on criminals. Such contacts might be pawnshop owners, ex-convicts, bartenders, or street vendors. They also get to know people who work with government records. Postal records, voter registrations, drivers' license records, and property tax records can be very important in locating missing persons.

Sometimes *DETECTIVES* just watch people. In department stores shoplifting may be prevented just by having a *DETECTIVE* walk around keeping an eye on the customers and the merchandise. Police detectives may be assigned to watch suspected criminals.

DETECTIVE work requires a lot of walking, driving, talking and writing. Finding a possible witness may be as much trouble as finding the criminal. Many people are nervous about talking to a *DETECTIVE*. Friendliness and persuasion can usually overcome their nervousness. Written reports must be very accurate and complete. A *DETECTIVES* notes can win or lose a case in court.

If You Want To Be A Detective

.You should like to meet and talk with people.

.You should be able to make sound decisions on your own.

.You should have a lot of patience.

.You should enjoy solving difficult problems.

.You should not be frightened easily.

.You should remain calm in emergencies.

.You should be in good health.

.You should be able to keep working at a long task until it is finished.

.You should be willing to accept a lot of responsibility.

.You should have a good memory.

To Prepare Yourself Now...

.You should finish high school and should consider taking one or two years of college courses in criminology.

.High school courses that will help you are: English, typing, mathematics, physical science, chemistry, and any vocational courses related to salesmanship.

Remember!

.DETECTIVES on police forces are usually experienced patrolmen who are promoted after passing an examination.

.On-the-job training for DETECTIVES in private businesses lasts from several weeks to several months.

.Most DETECTIVE work requires a lot of local travelling.

.Most jobs for DETECTIVES are in large cities.

.Employers of DETECTIVES usually offer paid vacations, holidays, sick leave, insurance programs, and retirement pay.

.Check the VIEW card on policeman for other requirements.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for about 50 more DETECTIVES during the next four years. Most of the jobs will be in police work. Promotions are based entirely on the ability to get the job done. Effective, experienced persons may be promoted to supervisory positions.

Salary

Starting pay for policemen ranges from $80 to $100/wk.
Police DETECTIVES usually earn from $135 to $200/wk.

Hours

DETECTIVES are usually scheduled to work days or evenings, 40 hrs/wk. When working on a difficult case, a DETECTIVE may spend many extra hours studying evidence and writing reports. Weekend and holiday work may also be necessary at times.

For More Information Write To:

.The Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C. 20535

More View Jobs To Think About

TITLE	VIEW CARD #
Policeman	209
Special Agent, FBI	253

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16)

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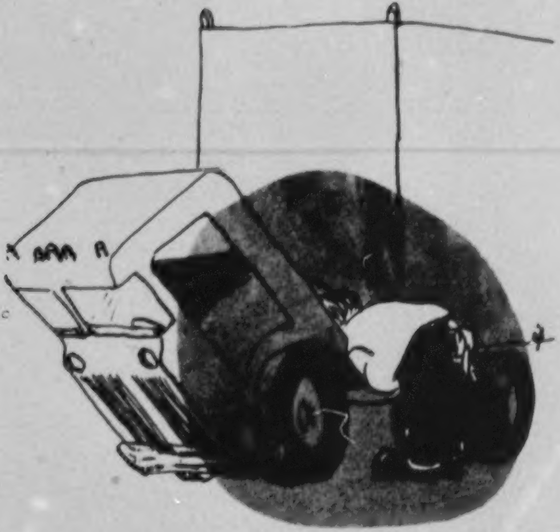
VIEW

Vital Information for Education and Work

DIESEL MECHANIC

D.O.T. 625 281

A *DIESEL MECHANIC* repairs the engines in trucks, buses, and ships. He may also repair equipment which is attached to the engine.



A
diesel mechanic
keeps
truckers
truckin'

2

What's It Like To Be A DIESEL MECHANIC

D.O.T 625 281

A *DIESEL MECHANIC* repairs diesel engines. Diesel engines are used in trucks, buses, trains, ships, tractors and other heavy equipment. Most *DIESEL MECHANICS* work for distributors and dealers who sell diesel engines, farm and construction equipment, and trucks. A *DIESEL MECHANIC* usually works in a shop with other mechanics. Like any mechanic's shop it may be noisy and dirty. Since it is often necessary to leave the doors and windows open for ventilation it is hot in the summer and cold in the winter. There is usually a strong odor of diesel fuel and exhaust fumes in the shop.

A *DIESEL MECHANIC'S* work is a lot like an automobile mechanic's work. A *DIESEL MECHANIC* uses testing equipment to find out what is wrong with an engine. He takes the engine apart and replaces or repairs parts that are broken or worn out. He may need to use drills, grinders and welding tools to repair the engine. Pliers, wrenches and other hand tools are needed to take the engine apart and to put it back together.

The *DIESEL MECHANIC* often works with parts that are very heavy. He may have to work in cramped positions to reach some parts. Burns, cuts, and bruises are easy to get.

If You Want To Be A DIESEL MECHANIC

.You should like to work indoors.

.You should take pride in doing a good job.

.You should not mind dirty, greasy work.

.You should like to work with tools.

.You should enjoy doing detailed work.

.You should have a lot of patience.

.You should be able to follow instructions well.

.You should be strong enough to lift as much as 100 pounds.

To Prepare Yourself Now...

.You should have at least a high school education.

.High school courses in auto shop are helpful.

.Courses in *DIESEL MECHANICS* are available at some regional Technical Education Centers.

.Some correspondence schools offer training in *DIESEL MECHANICS*.

.You should take high school courses in mathematics and physical science.

Special Entry Requirement

.A marine engineer (a *DIESEL MECHANIC* on a ship) must be licensed by the United States Bureau of Marine Inspection and Navigation.

Remember!

.A *DIESEL MECHANIC* is expected to own his own hand tools (beginners' set may cost $100 to $150).

.The more school training you have the quicker you will finish on-the-job training.

.Some companies give their *DIESEL MECHANICS* special training in repairing new engines.

.Some employers offer paid vacations; health, life and accident insurance; retirement plans; and paid holidays.

.You must be 18 years old to start training as a *DIESEL MECHANIC*.

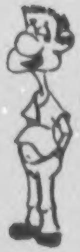
.Many *DIESEL MECHANICS* start out as automobile mechanics. You should read the VIEW card titled automobile mechanic.

A Look Ahead...

The demand for *DIESEL MECHANICS* is expected to increase rapidly. Many positions will be filled by people with experience as automobile mechanics. A qualified *DIESEL MECHANIC* may be promoted to master mechanic or shop foreman.

Salary

Pay Range: $3.36 to $3.92/hr (State Averages)



Hours

Most *DIESEL MECHANICS* work days, 40 to 48 hrs/wk. Some rush jobs cause overtime work.

For More Information Write To:

.International Association of Machinists and Aerospace Workers
1300 Connecticut Avenue NW
Washington, D. C. 20036

.Sheet Metal Workers' International Association
1750 New York Avenue
Washington, D. C. 20000

.International Union, United Automobile, Aerospace and Agricultural Implement Workers of America
8000 East Jefferson Avenue
Detroit, Michigan 48214

The best way to become a *DIESEL MECHANIC* is through an apprenticeship. Read the VIEW card titled *DIESEL MECHANIC APPRENTICE*. VIEW Card #55

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Airframe & Power Plant Mechanic	6
Automobile Mechanic	14
Farm Equipment Mechanic	70
Motorcycle Mechanic	126

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VITAL INFORMATION for EDUCATION and WORK

Diesel Mechanic Apprentice D.O.T. 625.281

An apprenticeship is a contract between you and the company you work for. The employer agrees to teach you all the skills needed to perform your job during a 3 to 5 year training period. The employer also agrees to give you regular pay raises as you complete parts of the program. You must agree to complete the training in the time allowed. You must also agree to attend any vocational classes required by the training schedule.

A person sometimes learns a trade as a helper without an apprenticeship agreement, but a helper doesn't earn as much as an apprentice. A helper may not get regular pay raises. A helper may never learn all he needs to know because he won't have a planned program which includes vocational school training or practice in all the job skills.

Following is an example of the type of training you would receive as a Diesel Mechanic Apprentice:

(1000 hours equal about six months)

DIESEL MECHANIC APPRENTICE

	Approx. Weeks
ORIENTATION 1. Learning all parts and accessories of diesel engines 2. Assembling orders for parts 3. Parts requisitioning and acquiring all knowledge about diesel parts to work hand in hand with diesel mechanic training	12
MOTOR OVERHAUL 1. Reboring and honing cylinders 2. Install crank shaft, pin bearing, camshaft and bushings 3. Repair oil pump 4. Adjust fuel racks 5. Changing and adjusting main and connecting-rod bearings	12

DIESEL MECHANIC APPRENTICE

	Approx. Weeks
FUEL SYSTEM	
1. Unit injector repair	12
2. American Basch Nozzle	12
3. Part identification	20
4. Calibration and testing	12
5. Repairing and lapping pump injector parts	12
6. Cleaning and installing fuel line	10
7. Assembling and disassembling large fuel pump (A.P.E. Series)	12
8. Cleaning and repairing all types of fuel injectors (AKB AKC AKE AKF AKK AKL AKN)	12
9. Ordering pump and injector parts	8
10. Maintain and operate shop	10
REPAIR TO ELECTRICAL SYSTEM	12
1. Battery repair and service	
2. Testing, adjusting and installing voltage regulator	
3. Inspect and install wiring	
4. Install and adjust lights	
5. Install electrical accessories	

DIESEL MECHANIC APPRENTICE

	Approx. Weeks
REPAIR TO POWER TRANSMISSION	12
1. Clutches repair and adjustment	
2. Transmission repair	
3. Drive shaft and universal joint	
REPAIRS TO THE COOLING SYSTEM	14
1. Overhaul and install water pump	
2. Install hose, thermostat and fan belt	
3. Repair radiator	
TOTAL	182 weeks or 3½ years

For more information about Diesel Mechanic Apprentice programs in your area you should contact either:

Bureau of Apprenticeship and Training
Room 502-A
901 Sumter Street
Columbia, South Carolina 29201

OR

Bureau of Apprenticeship and Training
Room 313, Federal Building
334 Meeting Street
Charleston, South Carolina 29403

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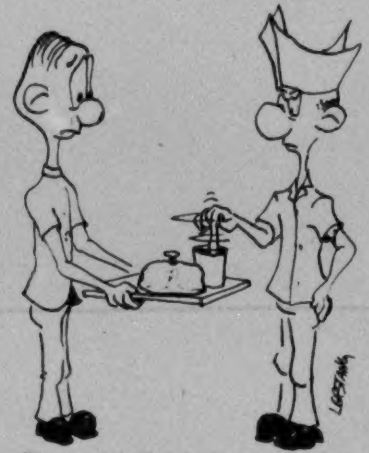
VIEW

VITAL INFORMATION for EDUCATION and WORK

Dietetic Technician

D.O.T. 077.128

DIETETIC TECHNICIANS, dieticians, and other food service workers plan and prepare attractive, satisfying, well-balanced meals.



"Freeze-dried" doesn't mean you have to chill it, Johnson.

2

What's It Like To Be A Dietetic Technician?

D.O.T 077.128

A *DIETETIC TECHNICIAN* studies diets and foods. *DIETETIC TECHNICIANS* usually work with dieticians, cooks and other food service workers. Together, they plan and prepare meals that look good, taste good, and keep people healthy, too.

Some *DIETETIC TECHNICIANS* work in hospitals or nursing homes. They may spend a lot of time talking to patients. The doctor tells the dietician what kinds of food the patient must eat. The doctor also may tell the dietician how much the patient is allowed to eat. The technician helps the dietician plan a menu that will fit the doctor's orders and keep the patient happy, too. The *DIETETIC TECHNICIAN* may check the meals to make sure they are prepared right. The technician may teach patients how to plan better meals for themselves, too.

Some *DIETETIC TECHNICIANS* work in restaurants. They plan menus, buy food, and may show cooks how to prepare the food. A *DIETETIC TECHNICIAN* in a restaurant may become assistant manager or the manager, but this can take awhile to learn.

DIETETIC TECHNICIANS may also work for research laboratories. The technician in a research lab does experiments for dieticians. These technicians keep very careful records of their work. Keeping laboratory records can be like making a very detailed history of your work.

DIETETIC TECHNICIANS often work for state and local health departments. They may visit families to find out what they eat, how much they eat, and how often they eat. The technician may also help families improve their diets and may help them save money on the grocery bill at the same time.

Most *DIETETIC TECHNICIANS* spend a lot of time in kitchens wherever they work. Modern kitchens are certainly very clean places to work. Of course, they can be a little too warm and steamy sometimes.

If You Want To Be A Dietetic Technician

.You should like to work indoors.

.You should enjoy cooking and planning meals.

.You should like to work with other people.

.You should be able to follow instructions well.

.You should be able to give instructions clearly.

.You should not mind standing for most of the day.

.You should have good eyesight and hearing (glasses and hearing aids are O.K.

To Prepare Yourself Now...

.You will need to finish high school.
.You will need to take a two-year course in dietetic technology at a technical education center.
.High School courses that will help you are: biology, chemistry, home economics, business mathematics, and typing.
.You can get on-the-job experience while you are still in high school by taking a part-time or summer job in the kitchen of a hospital, children's camp, or day-care center.
.A high school vocational course in food service may help you get one of the summer jobs mentioned above.

Remember!

.If you plan to go to college to study dietetics you should ask your counselor to help you learn more about jobs for dieticians.
.A graduate of a two-year course in dietetic technology receives an Associate of Applied Science Degree.
.Most *DIETETIC TECHNICIANS* in South Carolina work in hospitals and nursing homes.
.Most employers offer paid vacations and holidays, retirement plans, and special rates on life and health insurance.
.Many *DIETETIC TECHNICIANS* get free uniform laundry and some free meals during working hours.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 150 more dieticians during the next 5 years (1972-76). Some of these positions may be filled by *DIETETIC TECHNICIANS*. Most dieticians will also need *DIETETIC TECHNICIANS* for assistants. With experience *DIETETIC TECHNICIANS* are often promoted to supervisory or management positions.

Salary

Starting Pay Range: $3.00 to $3.55/hr

Hours

Most *DIETETIC TECHNICIANS* work 35 to 40 hrs/wk. Some employers operate 24 hours a day and need technicians to work evenings, nights, or weekends.

For More Information Write To:

.The American Dietetic Association
620 North Michigan Avenue
Chicago, Illinois 60611

.Dietetic Technology Department
Greenville Technical Education Center
P. O. Box 5616, Station B
Greenville, South Carolina 29606

More View Jobs To Think About

TITLE	VIEW CARD #
Baker	25
Cook & Chef	66
Food Assembler	111
Retail Meat Cutter	229

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VIEW

VITAL INFORMATION for EDUCATION and WORK

DISC JOCKEY

D.O.T. 159 148

DISC JOCKEYS play records and advertise products on radio programs.

...and for the first five callers we have a free record.

Here it is now -- "Footloose Frolics" by the Toejam Five.

2

What's It Like To Be A DISC JOCKEY

D.O.T 159 148

DISC JOCKEYS work for radio stations. They work in small, soundproof studios. The studios are also well-lighted and air conditioned. The work can be done standing or sitting.

DISC JOCKEYS try to do two things well. One is to entertain the audience. The other is to sell the products or services of the station's sponsors. Most of the entertainment is music. *DISC JOCKEYS* play records (usually from the "top 40). In between records they read commercials and talk to the audience. A *DISC JOCKEY'S* "chatter" is usually not prepared in advance. They tell jokes or comment on unusual items in the news. Many use a variety of voices to carry on imaginary conversations. Others take calls and requests from listeners. Many have contests on the air which give listeners a chance to win prizes.

Commercials for sponsors may be taped or live. Live commericals are simply read by the *DISC JOCKEY*. Taped commericals may be introduced by the *DISC JOCKEY* before starting the tape. Many *DISC JOCKEYS* also make public appearances for their sponsors. They may broadcast a show from a record store or department store.

DISC JOCKEYS do have a few problems. They must decide what kind of music will please their listeners. The age group listening often depends on the time of day the show is on the air. *DISC JOCKEYS* may have to choose between the time of day they would prefer to work and the kind of music they would prefer to play. Keeping a show on schedule can also be hard at times.

In large stations *DISC JOCKEYS* work with several engineers, technicians, and other broadcasters. In many stations the *DISC JOCKEY* does everything. "Everything" includes setting up microphones, monitoring the broadcasting equipment, operating turntables and tape decks, and making the news and weather broadcasts.

If You Want To Be A DISC JOCKEY

.You should have a talent for easy "chatter".

.You should have (or develop) a pleasing voice.

.You should have an active sense of humor.

.You should be able to work under pressure.

.You should not be angered easily when people disagree with you.

.You should have a creative imagination.

.You should not mind working on a strict schedule.

.You should be able to say "no" pleasantly.

To Prepare Yourself Now...

.You should finish high school with plans to study broadcasting.

.High school courses that will help you are English, speech, drama, and basic electronics.

.If you plan to study broadcasting at college or university you should take college preparatory courses recommended by your guidance counselor.

.Broadcasting is taught at colleges, universities, private schools of broadcasting and some Technical Education Centers.

Special Entry Requirements

.You may need a first class or third class Radiotelephone Operator License issued by the Federal Communications Commission.

Remember!

.One way to apply for a job is by sending a resume, audition tape, and request for an interview to the station you wish to work for.

.A "ham" radio hobby can help you with requirements of a Radiotelephone Operator License.

.Private voice lessons can help you develop a good announcer's voice.

.Most employers offer paid vacations and holidays, group insurance, retirement plans, and profit sharing or other bonuses.

A Look Ahead...

Most jobs for trained but inexperienced *DISC JOCKEYS* are in local, small-town stations. There is a lot of competition for most broadcasting jobs. Jobs with larger stations with higher pay are usually available only to experienced *DISC JOCKEYS*. Some *DISC JOCKEYS* become program directors or operation managers.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Experienced *DISC JOCKEYS* are often paid bonuses by sponsors in addition to their salary from the radio station.

Hours

Many *DISC JOCKEYS* work two 3-hour shows each day.
They may work 5 or 6 days/week.
Night, weekend, and holiday work is common.

For More Information Write To:

.American Federation of Television and Radio Artists
724 Fifth Avenue
New York, New York 10019

.National Association of Broadcasters
1771 N Street, NW
Washington, D. C. 20036

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Radio & T. V. Announcer	222

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16)

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VITAL INFORMATION for EDUCATION and WORK

DISHWASHER

D.O.T. 318 887

A *DISHWASHER* keeps a restaurant supplied with clean dishes and utensils for the customers. He keeps the cooks supplied with spotless pots and pans.

Heh, heh . . . you handsome devil you.

2

What's It Like To Be A DISHWASHER

D.O.T 318 887

DISHWASHERS work in kitchens. They work for hotels, restaurants, hospitals, and schools. *DISHWASHERS* clean pots, pans, plates, glasses, knives, forks, spoons, cup and saucers. They stack clean dishes where they will be used again. *DISHWASHERS* may mop and sweep floors. They may empty garbage cans and clean counters. In some restaurants *DISHWASHERS* operate dishwashing machines.

DISHWASHERS work standing up. They have their hands in hot, soapy water most of the time. A kitchen can be a hot, moisy place to work. *DISHWASHERS* have to be careful not to cut themselves on knives or broken glass. They have to watch out for hot water and hot pans. They also have to watch for wet, slippery spots on the floor. A slip with a 50 pound load of dishes can make a hard fall.

DISHWASHERS often get free meals. They may also get free uniforms. *DISHWASHERS* don't do many different things. They have a few simple jobs to do all the time. Even a simple job can seem complicated when the kitchen is very busy.

If You Want To Be A DISHWASHER

.You should not mind working with other people.

.You should not have any disease that other people can catch from you.

.You should be strong enough to carry heavy pots and pans or stacks of dishes.

.You should be able to work standing up for a long time.

.You should like doing the same simple jobs all the time.

.You should follow instructions carefully.

To Prepare Yourself Now...

- .You don't need a high school education to be a *DISHWASHER* but a diploma will help you get a promotion to a better job.
- .A food services course may help you get a promotion to other kinds of kitchen work.
- .You can probably get a part-time job as a *DISHWASHER* while you are still in school.

Remember!

- .*DISHWASHERS* may get free uniforms and free meals.
- .You may have to get a health card from the County Health Department to work as a *DISHWASHER*.
- .Some *DISHWASHERS* get paid holidays, and free insurance.
- .*DISHWASHERS* learn their job while they work.

A Look Ahead...

Most *DISHWASHERS* jobs are in towns and cities. A *DISHWASHER* with a high school education may go on to a job like kitchen helper, cook, or waiter. Because of low pay most *DISHWASHERS* do try to get promotions so restaurants always need new men to train as *DISHWASHERS*.

Salary

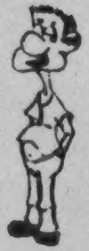
Pay Range: $.90 to $.70/hr

Hours

DISHWASHERS work from 40 to 60 hours a week. Some work days and some work nights. Some restaurants hire part-time *DISHWASHERS*.

For More Information Write To:

.Hotel and Restaurant Employees International Union
120 E. 4th Street
Cincinnatti, Ohio 45202



More **View** Jobs To Think About

TITLE	VIEW CARD #
Bus Boy	28
Kitchen Helper	102

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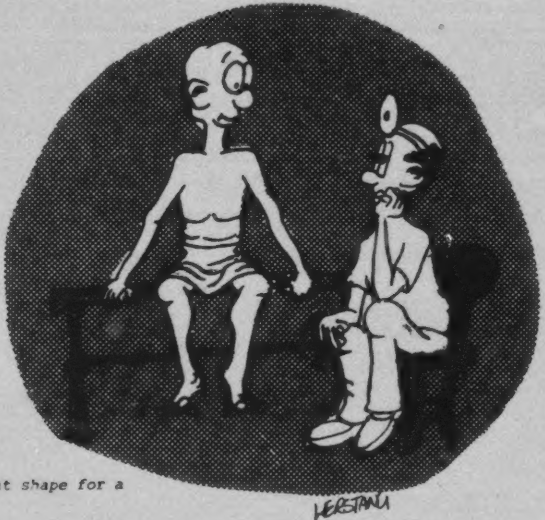
VIEW

VITAL INFORMATION for EDUCATION and WORK

GENERAL PRACTITIONER D.O.T. 070.108

GENERAL PRACTITIONERS are doctors who specialize in the medical care of entire families.



You're in excellent shape for a man of 75......

so, if you can hold your own for another 40 years, your age may catch up with your body.

2

What's It Like To Be A GENERAL PRACTITIONER

D.O.T 070.108

Nearly all *GENERAL PRACTITIONERS* work in their own private offices. Doctors' offices are very clean and well-lighted. They are usually air conditioned. The working area often has a tile floor which is easier to clean than carpet. A doctor's feet and legs may get tired from standing on a hard tile floor all day.

GENERAL PRACTITIONERS are also called family doctors. Family doctors are very concerned with preventive medicine. They spend many hours telling patients how to keep from getting sick. To give proper health guidance the doctor must become familiar with each patient's total life-style. They often treat every member of a family for many years. People may come to think of the *GENERAL PRACTITIONER* as almost a "member of the family".

Another big job for the family doctor is diagnosis, or finding out exactly what is wrong with a sick patient. If the problem is not too complicated the family doctor will treat the patient at the office or prescribe some home treatment. More serious cases may be treated in a hospital. Very serious or complicated cases are often referred to specialists. You should remember that even the family doctor who sends most cases to specialists is still doing a very important job. Without a family doctor to diagnose the problem, most people would not know what kind of specialist they needed.

Today's family doctor must know a great deal about many areas of medicine. The American Academy of Family Physicians recommends thorough training in several specialties. Some of the most important are: internal medicine, pediatrics, psychiatry, obstetrics, gynecology, and surgery. Because there is so much to learn, the study of general medicine takes many years.

If YOU Want To Be A GENERAL PRACTITIONER

.You should have a great interest in helping other people.

.You should be very calm in emergencies.

.You should be able to work quickly without making mistakes.

.You should not be easily upset emotionally.

.You should be willing to accept responsibility for decisions that affect the lives and health of other people.

.You should be willing to continue studying throughout your career.

.You should have a strong interest in scientific subjects.

.You should notice and remember details easily.

.You should work well with your hands.

3

To Prepare Yourself Now...

.You should finish high school with plans to attend a college or university followed by medical school.

.High school courses that will help you are the college preparatory courses recommended by your guidance counselor.

.The College of Medicine at the Medical University of South Carolina, Charleston, requires at least three years (preferably four) of college studies including courses in English, biology, physics, chemistry, and mathematics. Applicants must also make a satisfactory score on the Medical College Admission Test.

Remember!

.Graduates of a medical college may take the licensing examination given by the South Carolina State Board of Medical Examiners but a permanent license is not given until the graduate completes training as a hospital intern or resident.

.Family Practice is now a recognized specialty with certification granted by the American Board of Family Physicians. As of 1978 certification will require completion of a three year hospital residency program in family practice (after medical school) and a passing score on a two day written examination.

Also,

.Because the patients often become close friends, their illness or death can be even more painful for the family physician than for other doctors.

.Students at the Medical University of South Carolina are expected to buy their own microscopes and medical instruments.

.Graduation from medical school takes from three to four years.

.There are loans and scholarships available for medical students.

.A doctor with a large office staff must also be a good businessman and personnel manager.

4

A Look Ahead...

The American Medical Association identifies family practice as one of the most needed medical specialties. Demand is expected to remain very high well into the 1980's. The South Carolina Employment Security Commission has estimated a demand for over fifty new family physicians statewide through 1977.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

National Averages (for experienced family doctors): $30,000 to $40,000/yr.

Hours

Most family doctors schedule office hours from 35 to 40 hrs/wk.

Emergency calls and hospital visits may add many unscheduled hours every week.

For More Information Write To:

.American Academy of Family Physicians
1740 W. 92nd Street
Kansas City, Missouri 64114

More View Jobs To Think About

TITLE	VIEW CARD #
Optometrist	186
Paramedical Personnel	191
Pediatrician	195
Surgeon	264
Veterinarian	288

State Department of Education
Office of Vocational Education
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Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

DRAFTSMAN

D.O.T. 017 281

A *DRAFTSMAN* draws sketches and plans for craftsmen to follow in fabricating machinery, buildings, electrical equipment, vehicles and engines.

A DRAFTSMAN turns ideas into plans.

2

What's It Like To Be A DRAFTMAN?

D.O.T 017.281

Most *DRAFTSMEN* work in clean, well-lighted, air-conditioned rooms. A *DRAFTSMAN* often works standing at a large tilted desk. *DRAFTSMEN* draw plans for building things. Some of their drawings may be 25 or 30 feet long, others may be very small. The drawings tell what materials to use, how big to make the parts, how to put all the parts together and sometimes how much each part will cost.

A *DRAFTSMAN* uses many of the same tools a student uses in a geometry class: compasses, protractors, dividers, and triangles. A *DRAFTSMAN* may also use a slide rule, mathematical tables, or an engineering handbook to decide what size to draw some parts and how to label them.

Many *DRAFTSMEN* work for companies that make mechanical and electrical equipment. Many *DRAFTSMEN* also work for engineers and for companies that design buildings. Some *DRAFTSMEN* work for the state highway department. *DRAFTSMEN* often specialize in making drawings for one particular kind of work such as: architecture, electronics or aerospace engineering.

If You Want To Be A DRAFTSMAN

.You should be able to concentrate on detailed work for long periods of time.

.You should like to do neat, clean work.

.You must be able to draw well.

.You should have good eyesight (glasses are OK).

.You must be able to work well with mechanical things and should have good coordination.

.You must be able to follow instructions exactly.

.You should not mind working alone since other *DRAFTSMEN* in the office will have their own drawings to work on.

To Prepare Yourself Now...

.You will need at least a high school education.

.Some high school courses that will help you are: algebra, trigonometry, geometry, physical sciences, mechanical drawing, drafting, and shop (wood, metal or electric).

.An adult drafting course at an area vocational school, or technical education center may qualify you for a job as a junior *DRAFTSMAN*.

.Some employers offer apprenticeship programs.

.On-the-job training never stops for *DRAFTSMEN*, there is always something new you can learn.

Remember!

.You need school training before you can start on-the-job training.

.With only high school training you may start work as a tracer; more training should get you a better job.

.Most employers offer paid vacations and holidays, health and life insurance, and retirement plans.

A Look Ahead...

There will be many new jobs for *DRAFTSMEN* during the next five years since modern products and systems are becoming more and more complex. Since machines are doing a lot of the copying work there will be fewer drafting jobs for people with little training. Most new jobs will be for *DRAFTSMEN* with more than high school training. Qualified *DRAFTSMEN* are often promoted to supervisory positions. Some *DRAFTSMEN* become independent designers.

Salary

Starting Pay Range: $2.33 to $3.75/hr.

Hours

Most *DRAFTSMEN* work days, 40 hrs/wk.

For More Information Write To:

.American Federation of Technical Engineers
1126 16th Street NW
Washington, D. C. 20036

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Sign Painter	249

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card # 7) Army (Card # 16) Navy (Card # 177)

State Department of Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

DRAPERY SEAMSTRESS

D.O.T. 787 782

A *DRAPERY SEAMSTRESS* cuts, sews, hems, pleats, and lines fabric to make draperies for stores, homes, and offices.

This seamstress sews seams
on a
sewing machine, so it seems.

2

What's It Like To Be A Drapery Seamstress?

D.O.T 787.782

A *DRAPERY SEAMSTRESS* usually works in a shop with other *DRAPERY SEAMSTRESSES*. In a large shop most of the work is done with machines and each *SEAMSTRESS* does only one or two jobs. In a small shop many things are done by hand. The *DRAPERY SEAMSTRESS* in a small shop may do everything herself including matching the fabric, sewing the pieces together, pleating and hemming the draperies, lining the draperies, and sometimes even pressing the draperies.

A *DRAPERY SEAMSTRESS* does the same job over and cver all day long every day she works. The *DRAPERY SEAMSTRESS* may work standing or sitting. When a lot of sewing machines are running, a drapery shop can be a noisy place to work.

The *DRAPERY SEAMSTRESS* has to work very quickly and still do a neat job. An industrial sewing machine can run much faster than most home sewing machines. Almost all *DRAPERY SEAMSTRESSES* learn to sew at home or in school before they start to work.

If You Want To Be A Drapery Seamstress

.You should have a lot of patience and should not mind doing the same job over and over.

.You should be a neat worker who pays attention to details.

.You must have good eyesight (glasses are OK).

.You must have good coordination in your hands and fingers.

.You have to be able to match colors well.

.You should be strong enough to work steadily and quickly for most of the day.

To Prepare Yourself Now...

.You need to finish at least the 8th grade, but you really will have a better chance of getting a job with a complete high school education.

.High school courses which can help you are: basic arithmetic, sewing, and home economics.

.You should practice sewing at home to build up your speed.

.The best school training would be a course in Industrial Sewing at an Area Vocational School or a course in Commercial Sewing at a Regional TEC Center.

Remember!

.To keep a job as a *DRAPERY SEAMSTRESS* you will have to prove you can work fast and still do the job right.

.You will be paid a starting wage during on-the-job training.

.Drapery companies and department stores hire most *DRAPERY SEAMSTRESSES*.

A Look Ahead...

The demand should be very high in South Carolina during the next five years for sewing machine operators of all kinds. The opportunities for promotion are not good for *DRAPERY SEAMSTRESSES* but those with greater experience and ability are better paid and may be given some supervisory duties.

Salary

Pay Range: $1.70 to $2.79/hr. (State Averages)

Hours

Most *SEAMSTRESSES* work days, 40 hrs/wk.

For More Information Write To:

.Ask your counselor to help you make an appointment to talk with a drapery manufacturer in your area.

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Sewing Machine Operator	243

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16)

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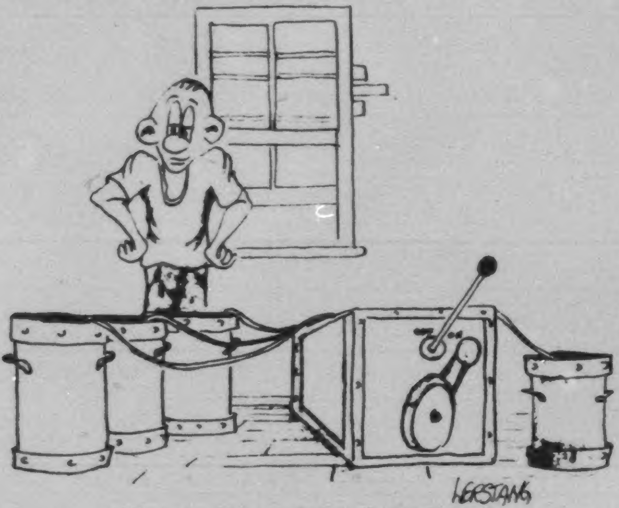
VITAL INFORMATION for EDUCATION and WORK

DRAWING TENDER

D.O.T. 680.885

DRAWING TENDERS run machines that prepare fibers to be made into yarn.



Maybe I should have explained what I meant when I said I liked to draw.

2

What's It Like To Be A DRAWING TENDER?

D.O.T 680.885

DRAWING TENDERS work in textile mills. They operate machines that combine several strands of sliver into one. Sliver is a soft, ropelike strand of fibers. The sliver is blended together so that little differences from one batch of fiber to the next won't show up in the finished yarn. Sometimes different kinds of fibers are blended together on the drawing frame.

The drawing frame also stretches and thins the combined sliver. The blended strand of fiber that comes out of the frame is about the same size as one that goes in.

Sometimes a strand of sliver breaks. *DRAWING TENDERS* repair sliver by twisting the broken ends together.

DRAWING TENDERS keep one side of the frame supplied with full cans of coiled sliver. They remove full cans of drawn sliver from the other side and take them to the next part of the mill. They also replace the full cans they take away with empty ones.

The drawing area is well lighted. In modern mills the work area is often air conditioned. There is usually a lot of lint in the air.

If You Want To Be A DRAWING TENDER

.You should prefer to work indoors.

.You should like to work around large machines.

.You should be able to lift and carry about 40 pounds.

.You should not mind doing the same things over and over.

.You should be able to work standing up for several hours.

To Prepare Yourself Now...

- .You can probably get a job as a *DRAWING TENDER* without a high school education, but getting hired is usually easier if you do have a diploma.
- .You should take a course in textiles at an Area Vocational Center while you are still in high school.
- .You may be able to get a part-time job in a textile mill during your junior or senior year.

Remember!

- .About half the textile mills in South Carolina pay the entire cost of some types of employee insurance.
- .Many companies share the cost of insurance with employees.
- .Most companies offer employee discounts, educational assistance, pensions, and retirement plans. Some give vacation bonuses.
- .Some textile workers belong to labor unions.
- .On-the-job training for a *DRAWING TENDER* takes about three weeks.

A Look Ahead...

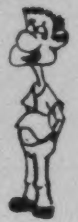
The South Carolina Employment Security Commission expects a demand for about 450 *DRAWING TENDERS* during the next 5 years (through 1976). There are few opportunities for promotion. Senior workers may get a choice of shifts. Transfers to other departments in the mill may give reliable, experienced workers a chance to earn more money.

Salary

PAY RANGE: $2.36 to $2.50 per hour (State Average)

Hours

DRAWING TENDERS work days, evenings, or nights, 40 hrs/wk. Many textile mills have swing shifts (workers change shifts each week.)
DRAWING TENDERS may work some weekends (they get other days off during the week.)



For More Information Write To:

.Public Relations Division
American Textile Manufacturing Institute, Inc.
1501 Johnston Building
Charlotte, North Carolina 28202

More View Jobs To Think About

TITLE	VIEW CARD #
Battery Hand	29
Card Tender	44
Cloth Inspector	56
Fly Frame Tender	109
Knitting Machine Operator	142
Opener and Feeder Tender	185
Picker Tender	202
Spinner	255
Spinning Doffer	256
Spooler Tender	257
Weaver	293
Winder Operator	296

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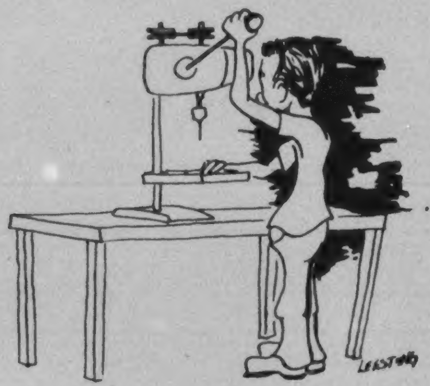
VITAL INFORMATION for EDUCATION and WORK

Drill Press Operator

D.O.T. 606.782 and 606.380

A *DRILL PRESS OPERATOR* runs a machine that bores holes in metal pieces.



HERE'S ONE BORING JOB THAT SHOULD NEVER BE DULL!

2

What's It Like To Be A Drill Press Operator?

D.O.T 606.782 and 606.380

DRILL PRESS OPERATORS work in factories. They run machines that drill holes in metal. Some of the machines drill many holes at once. Others drill only one hole at a time. Some machines are controlled by hand. Others are automatic and only have to be watched after they are set up and started.

A well-trained *DRILL PRESS OPERATOR* has many duties. The operator is given a set of plans and blueprints for each new job. The operator studies the plans to see where all of the holes should be drilled. The operator also checks to see what size each hole should be. The operator must make very careful measurements to put the center of each drill in exactly the right place. Drill press operators use depth gauges, micrometers, and calipers to make exact measurements.

A beginning *DRILL PRESS OPERATOR* just loads, starts, and stops the drill press. Only experienced operators set up their own drill presses. In some factories, only the shift foreman sets up the drill presses for new jobs.

All *DRILL PRESS OPERATORS* have to help take care of their drill presses. The operators must keep the drills oiled so they won't get too hot. The operator must check the drills often to see if they are getting dull. A dull drill slows the work down and may make holes that are too small. *DRILL PRESS OPERATORS* may use wrenches, screw drivers, and mallets to change drills and adjust the drill press.

DRILL PRESS OPERATORS stay on their feet most of the time. A modern factory is kept clean and comfortable to make the work seem easier. It is easy to get dirty and greasy working with a drill press, though. A drill press can be a very noisy piece of machinery. Some drill presses make everything around them vibrate.

If You Want To Be A Drill Press Operator

- You should like to work with mechanical things.
- You should like to work indoors.
- You should not mind checking and rechecking your own work.
- You should not mind getting dirty or greasy on the job.
- You should be able to follow instructions well.
- You should not mind doing some simple things over and over and over.
- You should be able to lift at least 50 pounds.
- You should have good eyesight (glasses are O.K.).
- You should be strong and healthy enough to work standing up for a long time.
- You should not mind working around noisy machinery.

To Prepare Yourself Now...

- A high school education can make it easier to get a job as a *DRILL PRESS OPERATOR*.
- High school courses that will help you are: algebra, geometry, and physical science.
- You should take courses in blueprint reading and machine shop at an Area Vocational Center or Technical Education Center.

Remember!

- Most employers offer paid holidays and paid vacations.
- More than half of the metalworking shops in South Carolina pay for their employees' life insurance, accident insurance, and hospitalization insurance.
- Some companies pay Christmas bonuses and give educational assistance for technical courses and give employee discounts on purchases.
- Many companies pay for funeral leave, jury duty, and military service training.
- Some companies provide work uniforms and free uniform laundry.
- Many companies have pensions, profit sharing, and other investment or retirement plans.
- Many *DRILL PRESS OPERATORS* belong to labor unions.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 200 more *DRILL PRESS OPERATORS* during the next 5 years (1972-76). Experienced *DRILL PRESS OPERATORS* who can set up the presses for many kinds of jobs may be promoted to foreman. Some operators who take technical courses and learn to set up and operate other metalworking machinery may become highly skilled machinists or tool and die makers.

Salary

Most *DRILL PRESS OPERATORS* in South Carolina make between $2.53 and $2.90 per hour.

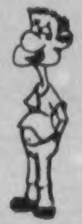
Hours

DRILL PRESS OPERATORS usually work 40 hours a week. They may work on any shift, but most companies pay more for work on the second and third shifts.

For More Information about
Drill Press Operator Write To:

- International Association of Machinists and Aerospace Workers
  1300 Connecticut Avenue, N.W.
  Washington, D. C. 20036
- International Union, United Automobile, Aerospace and Agricultural Implement Workers of America
  8000 East Jefferson Avenue
  Detroit, Michigan 48214

More VIEW Jobs To Think About



TITLE	VIEW CARD #
Bag Machine Operator	24
Offset Duplicating Machine Operator	183
Punch Press Operator	220
Screw Machine Operator	239

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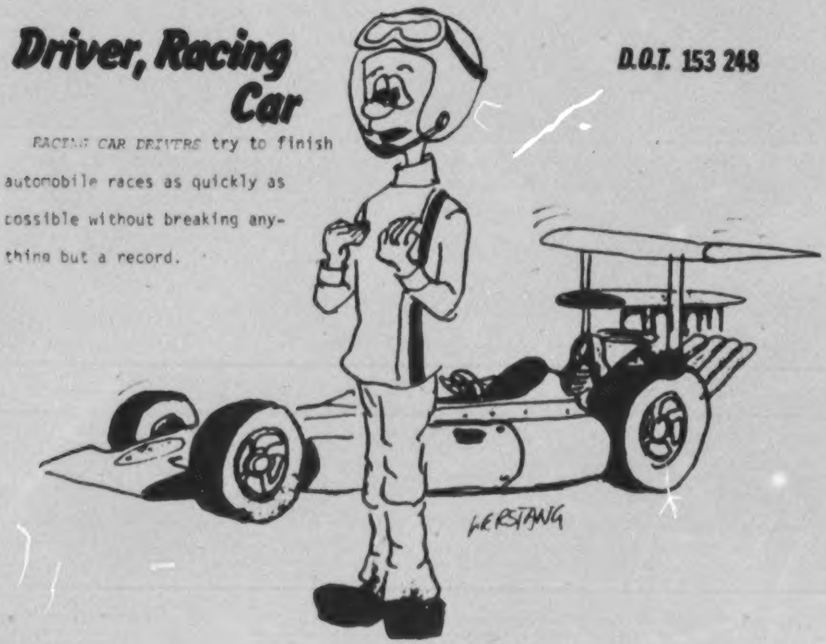
VIEW

VITAL INFORMATION for EDUCATION and WORK

Driver, Racing Car

D.O.T. 153 248

RACING CAR DRIVERS try to finish automobile races as quickly as possible without breaking anything but a record.



Anything that goes over 200 miles per hour and has wings needs a pilot. I'm just a driver!

2

What's It Like To Be A Race Car Driver

D.O.T 153 248

There are many kinds of auto races and many kinds of special racing cars. Most drivers specialize in one kind of racing. There are many more amateur racers than professionals. Professionals learn as amateurs.

Many automobile clubs have training schools for racing. They have races and rallys for their members. Most club races are for standard or slightly modified cars. There are also races for inexpensive special cars (such as formula vee which uses volkswagen parts). Drag racing associations have classes for cars that can be run on the street as well as classes for special cars that are designed just for drag racing.

The hardest part of becoming a professional is winning enough big amateur races to attract a sponsor. Special racing cars are very expensive. Entry fees for professional races are also high. Sponsors pay racing expenses to advertise their products. They get the best advertising when their car wins.

The best drivers are also good mechanics. Many of them start out building their own race cars for club racing. The winner is not always the fastest driver. The winner is the one who can drive the fastest and still finish the race. A driver who is not mechanically familiar with the car may not notice something wrong until it gets too serious to repair quickly enough to stay in the race.

Driving a racing car is hard work. It takes strong arms to control a car at very high speeds. Racing cars have very stiff springs to give better control in turns. The vibration is rough because of the stiff springs and it can be very tiring, especially in a long race.

If You Want To Be A Race Car Driver

- .You should enjoy mechanical work.
- .You should have quick reflexes.
- .You should be a good driver.
- .You should like to work with other people.
- .You should enjoy competition.
- .You should not be frightened easily.
- .You should be in good physical condition.
- .You should have good eyesight.

To Prepare Yourself Now...

.A high school education will help you support yourself while you are learning to race successfully.

.You should take courses in auto mechanics and machine shop. Driver education is also good.

.Post-high school training in automobile mechanics is available at Area Vocational Schools and Technical Education Centers.

.You should consider joining an auto club which trains drivers and organizes races for members.

.You may be able to get a part-time job at a racetrack or as an assistant with a racing crew while you are still in school.

Special Entry Requirements

.You must have a driver's license and may be required to have a special competition license for many kinds of racing.

Remember!

.Most drivers start out as cheaply as possible by doing all their own mechanical work and racing in club events near their own homes.

.Many good amateurs never become professionals.

.Racing can be a very expensive hobby as well as a glamorous career.

.Racing drivers may have trouble getting insurance.

.Winners' profits are divided among all members of a racing team.

.Professionals and top amateurs must do a lot of travelling to get to major races.

.Women compete in many kinds of auto racing.

A Look Ahead...

The recent gasoline shortage has caused problems for auto racing. Many amateur races have been cancelled and professional races have been shortened. Many large companies that used to sponsor races have decided that it is too expensive. As long as there are automobiles there will probably be some kind of racing, but it may become more and more difficult to make a living at it.

Salary

Professional drivers are usually paid a regular salary by the team sponsor plus a share of race winnings. The amount of each depends on how good the driver and the automobile are.

Amateurs must pay their own expenses. Most amateurs consider a season very successful if they win just enough to pay their expenses.

Hours

Amateurs may practice and work on their cars whenever they get a chance or whenever they feel like it.

When professionals aren't racing they are usually testing equipment. When getting ready for a race they may have trouble finding time to eat and sleep.

For More Information Write To:

.United States Auto Club
4910 West 16th Street
Indianapolis, Indiana 46224
.National Hot Road Association
10639 Riverside Drive
North Hollywood, California 91602
.Sports Car Club of America
P. O. Box 22476
Denver, Colorado 80222

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Ambulance Driver	10
Bus Driver	40
Taxi Driver	268
Truck Driver - Local	286
Truck Driver - Long Haul	287

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VIEW

VITAL INFORMATION for EDUCATION and WORK

DRIVER-SALESMAN

D.O.T. 292 358

A *DRIVER-SALESMAN* drives a light truck and delivers milk, eggs, bakery products, soft drinks, ice cream, or laundry.

...then this hippie stuck a gun in my face and said, "gimme all your bread, man."

2

What's It Like To Be A DRIVER-SALESMAN?

D.O.T 292 358

A *DRIVER-SALESMAN* drives a light truck or a van to make house to house deliveries and sales. A *DRIVER-SALESMAN* may work for a dairy, a laundry, a bakery, or a soft drink company. A *DRIVER-SALESMAN* may also make wholesale deliveries to shops and stores.

A *DRIVER-SALESMAN* often keeps a list of regular orders from customers on the route. When the *DRIVER-SALESMAN* makes a delivery he may try to interest the customer in other products or company services.

A *DRIVER-SALESMAN* often sets his own schedule. *DRIVER-SALESMEN* usually have an assigned route to follow, but they cover the territory at their own speed. Since part of a *DRIVER-SALESMAN'S* earnings is determined by a percentage of his sales, many *DRIVER-SALESMEN* work extra hours to sell more merchandise. A *DRIVER-SALESMAN* may have to keep his sales above a certain amount to keep his job.

A *DRIVER-SALESMAN'S* regular customers learn to expect each delivery at about the same time of day on the same day of the week. A *DRIVER-SALESMAN* may have to work very hard some days to make deliveries when the customers expect them. A *DRIVER-SALESMAN* may set his own schedule, but his customers will make him stick to it.

If You Want To Be A DRIVER-SALESMAN

.You should enjoy meeting and talking with people.

.You should like making your own decisions.

.You should be patient and polite with people who can't make up their minds.

.You should be a good driver.

.You should not mind doing the same things over and over.

.You should have good eyesight and hearing (glasses and hearing aids are OK).

.You should not mind working by yourself.

.You should not mind working outside in all kinds of weather.

.You should be able to lift up to 100 pounds.

To Prepare Yourself Now...

- .You should complete your high school education.
- .High school courses that will help you are: driver education, public speaking, bookkeeping, and business arithmetic.
- .Vocational courses in distributive education will give you excellent preparation.

Remember!

- .You may need a chauffer's license to get many *DRIVER-SALESMAN* jobs.
- .Some employers provide free uniforms and free uniform laundry.
- .Some employers offer paid vacations and holidays, group insurance, and profit sharing plans.

A Look Ahead...

South Carolina businesses need over 150 *DRIVER-SALESMEN* each year. Most jobs are in the largest cities. An experienced *DRIVER-SALESMAN* may be promoted to route foreman or sales supervisor. Most *DRIVER-SALESMEN* make their own promotions by moving to a better paying *DRIVER-SALESMAN* job after getting some experience.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

DRIVER-SALESMEN usually work early morning and afternoon hours, 40 to 48 hrs/wk.

For More Information Write To:

.International Brotherhood of Teamsters, Chauffers,
Warehousemen and Helpers of America (Ind.)
25 Louisiana Avenue, NW
Washington, D. C. 20001

More View Jobs To Think About

TITLE	VIEW CARD #
Buyer	41
Insurance Agent	136
Salesman, Automobile	232
Salesman, Food/Beverages/Tobacco	234
Salesman, Industrial Equipment & Supplies	235

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VITAL INFORMATION for EDUCATION and WORK

ECONOMIST, HOME

HOME ECONOMISTS work in jobs related to home and family living.

D.O.T. 096.128

The piano goes on the 14th floor, boys.

2

What's It Like To Be A Home Economist

D.O.T 096 128

HOME ECONOMISTS work in occupations that deal with home and family living. Home economics offers many opportunities to help people live more comfortably and in better health. Jobs are available in teaching, research, production, marketing, and management.

HOME ECONOMISTS may have artistic careers. Some develop ways of arranging and decorating homes and offices. They may have jobs such as advertising artists, display designers, and furniture designers.

Home management is a common specialty. *HOME ECONOMISTS* may help families prepare budgets. They may collect credit information for families or businesses. Some help plan public housing projects.

Some study family relations and child development. Their research may be in education. Many become social workers or youth counselors.

Others study food and nutrition. They often work as dietitions or food chemists. Some write recipes and cookbooks.

Many *HOME ECONOMISTS* operate businesses. Some are hotel or restaurant managers. Others make market surveys for manufacturers and retailers.

Textile and clothing industries hire some *HOME ECONOMISTS*. They may design new patterns for fabrics. They may become fashion designers. Some are buyers for department stores. Others write fashion columns for newspapers and magazines.

HOME ECONOMISTS also work with the handicapped. Many work for hospitals, nursing homes, and rehabilitation centers. Some work in special summer camps for the handicapped.

If You Want To Be A Home Economist

.You should like to meet and talk with other people.

.You should be able to follow instructions well.

.You should be good at explaining your ideas to others.

.You should enjoy scientific study.

.You should write and speak well.

.You should work well as a member of a team.

.You should be sensitive to the wants and needs of others.

To Prepare Yourself Now...

- You should finish high school with plans to attend a college or university.
- High school courses that will help you are those recommended by your guidance counselor to prepare you for entrance to a college or university.
- The basic educational requirement for a career in home economics is a bachelor's degree (4 years of college) in home economics or a related field.
- A high school home economics or homemaking course can give you some introduction to the field.
- Membership in Future Homemakers of America or a 4-H club is also good experience.

Remember!

- The variety of career opportunities in home economics allows a wide range of choices in job benefits and working conditions.
- Supervisory positions and college teaching jobs often require at least a master's degree (2 additional years of college).
- Some one and two-year programs in Technical Education Centers and Area Vocational Centers can prepare you for a limited number of jobs related to home economics.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for about 40 *HOME ECONOMISTS* during the next 4 years. Many more positions will be available in related jobs. Nationally the demand is expected to remain high during the 1980's. Greatest demand will probably be in teaching. Promotions usually depend on educational background, experience, and proven ability.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Salaries vary widely according to the level of responsibility and area of specialization of a *HOME ECONOMIST*.

Hours

HOME ECONOMISTS work in occupations that offer work schedules from 30 hours a week up to as many hours per week as one is willing to work. Part-time and evening work is usually available.

For More Information Write To:

.American Home Economics Association
2010 Massachusetts Avenue, NW
Washington, D. C. 20036

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

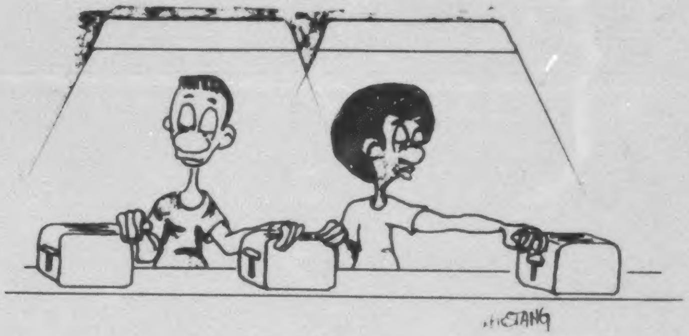
The South Carolina Employment
Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

Electrical Appliance Assembler D.O.T. 723.884

ELECTRICAL APPLIANCE ASSEMBLERS work on assembly lines in factories that make things like toasters, blenders, steam irons, and electric frying pans.



It's harder to say "toaster tester" than to be one.

2

What's It Like To Be An Electrical Appliance Assembler? D.O.T 723.884

An *ELECTRICAL APPLIANCE ASSEMBLER* works in a factory. Electrical appliances such as toasters, blenders, and irons are made on assembly lines. Each *ASSEMBLER* sits or stands beside a long bench or conveyor. As the parts are passed from one worker to the next along the line, each *ASSEMBLER* puts one or two parts together.

There are many simple jobs on an assembly line. Most *ASSEMBLERS* learn to do just one or two jobs on the assembly line. They do the same job over and over every day.

An *ELECTRICAL APPLIANCE ASSEMBLER* must be able to work quickly without making mistakes. An *ASSEMBLER* who can't keep up with the other workers on the line may be fired.

ELECTRICAL APPLIANCE ASSEMBLERS use screwdrivers, hammers, soldering irons, wrenches and other small hand tools. *ASSEMBLERS* may use tweezers to handle small wires. They have to be able to tell colors apart to put different colored wires in the right places.

If You Want To Be An Electrical Appliance Assembler

- You should like to do mechanical work.
- You should be able to work quickly without making mistakes.
- You should like to work with other people.
- You should have good coordination.
- You should like to work with your hands.
- You should not mind doing the same job over and over.
- You should have good color vision.
- You should like to work inside.

To Prepare Yourself Now...

- You can probably get a job as an *ASSEMBLER* without a high school diploma, but there are high school vocational courses that will help you get a better job on the assembly line or a faster promotion.
- You should take high school courses in electricity or industrial electronics at an Area Vocational Center.
- Your vocational counselor can give you aptitude tests to help you decide whether you should become an *ELECTRICAL APPLIANCE ASSEMBLER*.
- You may be able to get a summer job as an *ASSEMBLER* while you are still in high school.

Remember!

- When business is bad some assembly workers are usually laid off.
- Most *ELECTRICAL APPLIANCE ASSEMBLERS* belong to a labor union.
- Most employers offer paid vacations and holidays, health and life insurance, and retirement plans.
- Some employers offer bonuses and profit sharing plans.

A Look Ahead...

The South Carolina Employment Security Commission estimates a need for about 450 *ELECTRICAL APPLIANCE ASSEMBLERS* in South Carolina during the next 5 years (1972-76). Assembly line workers may have some trouble getting promotions. Some may be promoted to inspector or foreman, especially if they can read blueprints or electrical diagrams. Most *ASSEMBLERS* do the same kind of work until they retire.

Salary

Pay Range: $2.29 to $2.60/hr (State Average)

Hours

Most *ELECTRICAL APPLIANCE ASSEMBLERS* work 40 hrs/wk, on any shift.

For More Information

.Electronics Industries Association
2001 I Street N.W.
Washington, D. C. 20006

.Association of Home Appliance Manufacturers
20 North Wacker Drive
Chicago, Illinois 60606

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Folder and Turner	110
Hand Packager	128
Sports Equipment Assembler	258

State Department of Education
Office of Vocational Education
Research Coordinating
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VITAL INFORMATION for EDUCATION and WORK

Electrical Repairman

D.O.T. 829 281

An *ELECTRICAL REPAIRMAN* or maintenance electrician keeps electrical equipment working right and makes adjustments or repairs to electrical machinery that breaks down or wears out.

That bulb isn't the only thing that isn't very bright.

2

What's It Like To Be An Electrical Repairman?

D.O.T 829.281

ELECTRICAL REPAIRMEN do some work in a shop and some work outside. Many work for the maintenance departments of businesses and industries. Some work for government agencies.

ELECTRICAL REPAIRMEN install, adjust, and repair many types of electrical equipment. They might work on transformers, lighting systems, generators, controls, or instruments. An *ELECTRICAL REPAIRMAN* may do many different jobs every day. Sometimes the *REPAIRMAN* may replace fuses, circuit breakers, or switches. On other jobs the *REPAIRMAN* may splice wiring or install conduits (pipes that hold wires).

ELECTRICAL REPAIRMEN use many types of test equipment such as test lamps, ammeters, and oscilloscopes. They often must read blueprints and wiring diagrams. *ELECTRICAL REPAIRMEN* also have to use mathematics to decide what type of equipment to use and what size wire is needed for some jobs. In addition to electrical test equipment the *REPAIRMAN* uses hand tools such as pliers, screwdrivers, wire cutters, drills, and reamers.

The *ELECTRICAL REPAIRMAN* sometimes works with high-voltage equipment and must be very careful not to get burned or shocked. Some jobs may require the *REPAIRMAN* to climb ladders or crawl behind equipment.

If You Want To Be An Electrical Repairman

- You should enjoy working with all kinds of tools.
- You must be able to climb easily and you should not mind working in odd or cramped positions.
- You must have good color vision.
- You should work neatly.
- You should be willing to take responsibility for you work.
- You should be able to make decisions and should work well by yourself.
- You should have good balance and should not be afraid of heights or closed-in places.

To Prepare Yourself Now...

.You should complete your high school education.

.High school courses that will help you are: English (grammar and spelling), algebra, trigonometry, physics, machine shop, electric shop, and history.

.Plans to study electricity at an area vocational school or technical education center should be discussed with the local Joint Apprenticeship Committee.

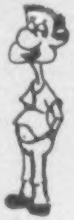
Remember!

.You will need a high school diploma to get an apprenticeship.

.You must be between 18 and 25 years old to start apprentice training.

.You may have to take aptitude tests to get an apprenticeship.

.Some employers offer paid vacations and holidays, sick leave, health and welfare plans, retirement plans.



A Look Ahead...

South Carolina presently needs over 200 new electrical workers each year. The demand is greatest for *ELECTRICAL REPAIRMEN* trained in apprentice programs. Qualified, experienced *ELECTRICAL REPAIRMEN* may be promoted to supervisory positions or may open their own repair shops.

Salary

Pay Range: $3.31 to $3.80/hr. (State Averages)

Hours

Most *ELECTRICAL REPAIRMEN* work days, 40 hrs/wk.
Some emergencies may cause overtime work.

For More Information Write To:

.International Brotherhood of Electrical Workers
1125 15th Street, NW
Washington, D. C. 20005

.National Joint Apprenticeship and Training Committee
for the Electrical Industry
1730 Rhode Island Avenue, NW
Washington, D. C. 20036

The best way to become an *ELECTRICAL REPAIRMAN* is through an apprenticeship. Read the VIEW card titled *ELECTRICIAN APPRENTICE*. VIEW Card # 94.

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Electrician	93

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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The South Carolina Employment
Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

ELECTRICIAN

D.O.T. 824 281

An *ELECTRICIAN* makes sure businesses and homes have all the power they need to operate.

"There you go, man, that ought to turn you on!"

2

What's It Like To Be AN ELECTRICIAN?

D.O.T 824.28!

ELECTRICIANS install the wiring in new buildings and change the wiring in older buildings. They also wire industrial machines and control panels. *ELECTRICIANS* have to read blueprints and wiring diagrams to know where to put outlets, circuit breakers and other equipment. They also have to follow the National Electric Code and all the state and local laws for electrical wiring.

Although most *ELECTRICIANS'* work is indoors, when working on unfinished buildings they may be uncomfortably hot or cold. In remodeling work *ELECTRICIANS* may have to crawl through attics or cellars to put in new wiring. *ELECTRICIANS* use pliers, screwdrivers, wire cutters and soldering irons in their work. They must work carefully to avoid burns, electric shocks and falls.

Most *ELECTRICIANS* work for building contractors or electrical contractors. There are many who run their own businesses. A few *ELECTRICIANS* work for government offices or private companies to do electrical maintenance and repair on their own equipment.

If You Want To Be AN ELECTRICIAN

.You should be in good physical condition.

.You must have good eyesight (glasses are OK) and you must have good color vision.

.You must be able to work well with your hands.

.You should like working alone and should be able to pay attention to details.

.You must be able to take responsibilities.

.You should enjoy doing work that lets you use your muscles as well as brains.

To Prepare Yourself Now...

.You will need a high school education to get an apprenticeship.

.You should take high school courses in algebra, geometry, trigonometry, drafting, mechanical drawing, electric and metal shop, and physical science.

.You should plan to enroll in a course in electricity at an Area Vocational School or a Technical Education Center.

.Before you graduate from high school you should discuss your plans with members of the local Joint Apprenticeship Committee.

Remember!

.Most *ELECTRICIANS* start out as apprentices.

.You may be required to join an *ELECTRICIAN'S* union.

.Most cities give tests on building codes and electrical work which the *ELECTRICIAN* must pass to get a license to work.

.The *ELECTRICIAN* usually has to buy his own hand tools.

.Many employers offer paid vacations and holidays, health and life insurance, and pension plans.

A Look Ahead...

The demand in South Carolina for qualified *ELECTRICIANS* and for *ELECTRICIAN'S APPRENTICES* is expected to remain good during the next five years. A journeyman *ELECTRICIAN* may advance to the position of foreman or estimator. Many *ELECTRICIANS* start their own businesses as electrical contractors.

Salary

Starting Pay Range: $5.00 to $5.50/hr.
(AFTER Apprenticeship)

Hours

Most *ELECTRICIANS* work days, 35 to 40 hrs/wk.

For More Information Write To:

.International Brotherhood of Electrical Workers
1125 15th Street NW
Washington, D. C. 20005

.National Joint Apprenticeship and Training Committee
for the Electrical Industry
1730 Rhode Island Avenue NW
Washington, D. C. 20036

And Look Into This, Too:

The best way to become an *ELECTRICIAN* is through an apprenticeship. Read the VIEW card titled *ELECTRICIAN APPRENTICE*. VIEW Card #94.

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Electrical Repairman	92

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
Office of Vocational Education
Research Coordinating
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Security Commission

VITAL INFORMATION for EDUCATION and WORK

Electrician Apprentice

D.O.T. 248.281

An apprenticeship is a contract between you and the company you work for. The employer agrees to teach you all the skills needed to perform your job during a 3 to 5 year training period. The employer also agrees to give you regular pay raises as you complete parts of the program. You must agree to complete the training in the time allowed. You must also agree to attend any vocational classes required by the training schedule.

A person sometimes learns a trade as a helper without an apprenticeship agreement, but a helper doesn't earn as much as an apprentice. A helper may not get regular pay raises. A helper may never learn all he needs to know because he won't have a planned program which includes vocational school training or practice in all the job skills.

Following is an example of the type of training you would receive as an Electrician Apprentice:

(1000 hours equal about six months)

ELECTRICIAN APPRENTICE

COMMERCIAL - INDUSTRIAL

5000 hours or 2½ years on-the-job training

1. Services
    A. 250 volt
    B. 480 volt
    C. Over 600 volt

2. Metering
    A. Polyphase
    B. Current transformers

3. Installation of conduits and outlets
    A. Installation of conduits and outlets
    B. Steel construction
        (1) exposed
        (2) concealed
    C. Buss-duct systems
    D. Under-floor duct systems
    E. Metal raceways and troughing
    F. Explosion proof
    G. Vapor proof
    H. Flexible conduit and cables

4. Circuiting
    A. Three-phase circuits (three and four wire)
        (1) Lighting
        (2) Power
    B. Feeder circuits - light and power
    C. Branch circuits - light and power
    D. Control circuits - light and power

5. Various types of motors and their controls

6. Transformers - application and connection

RESIDENTIAL

2000 hours or 1 year on-the-job training

1. Services - single phase
2. Metering - single phase
3. Remodelling
4. Installation of conduits
5. Installation B. X. Cables
6. Installation of outlets
7. Installation of special equipment
    a. Hot water heaters
    b. Electric ranges
    c. Exhaust fans
    d. Garbage disposal
    e. Electric heaters
    f. Heating systems
    g. Annuciator systems
    h. Door bells, etc.
8. Installation of light fixtures, receptacles, switches
9. Security systems

SPECIALIZED WORK

1000 hours or ½ year on-the-job training

1. Welding
    A. Acetylene
    B. Electric arc
    C. Acetylene burning
2. Management - employee relations
3. Customer - employee relations
4. Electronic systems
5. Communication systems
6. Fire alarm systems

TOTAL - 8000 hours
or 4 years

For more information about Electrician Apprentice programs in your area, you should contact either:

Bureau of Apprenticeship and Training
Room 502-A
901 Sumter Street
Columbia, South Carolina 29201

OR

Bureau of Apprenticeship and Training
Room 313, Federal Building
334 Meeting Street
Charleston, South Carolina 29403

State Department of Education
Office of Vocational Education
Research Coordinating
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Security Commission

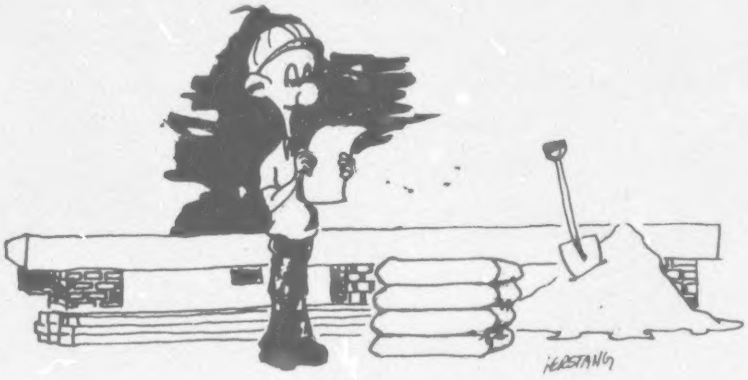
VIEW

VITAL INFORMATION for EDUCATION and WORK

Estimator

D.O.T. 160.288

ESTIMATORS figure out how much a job will cost before it is started. They also adjust their figures while the job is being done to account for any extra costs.



With all the construction workers on strike, my labor costs ought to be zero!

2

What's It Like To Be An Estimator?

D.O.T 160.288

An *ESTIMATOR* works at a desk in an office. Many businesses have *ESTIMATORS*. Most *ESTIMATORS* specialize in one kind of industry such as construction, electrical equipment, or mechanical equipment.

ESTIMATORS figure out how much a job will cost their company. An *ESTIMATOR* must study blueprints and plans to make a list of materials needed to do the job. The *ESTIMATOR* makes a list of prices for all the things that must be bought for the job. The *ESTIMATOR* makes a list of workmen that will be needed for the job. The *ESTIMATOR* adds the cost of paying the workmen to the cost of supplies. The *ESTIMATOR* may also add in the amount of profit the company wants to get for doing the work. An *ESTIMATOR* may also have to figure out how long it will take to do a job.

ESTIMATORS usually have ways to get help in their work. Engineers can tell *ESTIMATORS* how long some work will take and what kinds of equipment may be needed. Purchasing agents can help *ESTIMATORS* make price lists. Personnel departments may be able to help figure the cost of paying other workers.

Most *ESTIMATORS* start out in simpler jobs. It usually takes from two to four years to learn enough about a business to become a good *ESTIMATOR*.

If You Want To Be An Estimator

- You should like to work with lists and numbers.
- You should like to work indoors.
- You should not mind sitting at a desk all day.
- You should be good at making mathematical calculations.
- You should follow written instructions well.
- You should have good vision (glasses are O.K.)

To Prepare Yourself Now...

- You should finish high school.
- High school courses that will help you are: English (grammar and spelling), mathematics, and blueprint reading.
- You should take courses in electricity and machine shop at an Area Vocational Center.
- You should consider enrolling in a course in Business Administration in a two-year business school or Technical Education Center after high school.

Remember!

- Sometimes an *ESTIMATOR* is under a lot of pressure to finish a job in a hurry.
- Most employers offer group rates on life and health insurance, paid holidays and vacations, and retirement plans.
- On-the-job training lasts from two to four years.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 250 *ESTIMATORS* during the next five years (1972-76). After a few years of experience *ESTIMATORS* may be promoted to such management jobs as chief *ESTIMATOR*, production supervisor, or plant superintendant.

Salary

Starting Pay Range: $4.00 to $5.75/hr

Hours

Most *ESTIMATORS* work days, 35-40 hrs/wk. Some night and weekend work may be required to meet deadlines.

For More Information Write To:

- Associated General Contractors of America
  1957 E Street N.W.
  Washington, D.C. 20006

More View Jobs To Think About

TITLE	VIEW CARD #
Construction Inspector	63
Contractor	65

State Department of Education
Office of Vocational Education
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Security Commission

VITAL INFORMATION for EDUCATION and WORK

Environmental Health Technician

D.O.T. 168.287

ENVIRONMENTAL HEALTH TECHNICIANS take chemical measurements to check for violations of anti-pollution laws.

Don't worry, Smedly...

its very clean quicksand.

2

What's It Like To Be An Environmental Health Technician D.O.T 168 287

ENVIRONMENTAL HEALTH TECHNICIANS do most of their work outside. They make tests to enforce anti-pollution laws. They inspect dairies to see that milk is processed in clean conditions. They also inspect food processing plants and restaurants. Near nuclear power stations they inspect streams for radioactive waste.

Many *ENVIRONMENTAL HEALTH TECHNICIANS* work for public health departments. Others work at water or sewage plants. Some work for manufacturers.

Those who work for public health departments do many different jobs. Some of the jobs are done over and over on a regular schedule. One such routine job is the collection of air and water samples to check for illegal pollution. Some jobs are different each day. Many of these involve checking out complaints made to the health department. Technicians may be sent to check on reports of overflowing sewage. They may gather evidence for a claim of improper garbage collection. They may be sent to find the cause of bad smells. They may help control such pests as mosquitos, rats, stray dogs, or fire ants.

ENVIRONMENTAL HEALTH TECHNICIANS keep careful records. They record each complaint they answer. They write down their findings and what is done to correct each problem. They may have to make follow-up reports later to make sure the problem stays under control.

The health technicians who work in water or sewage plants or for private industry spend nearly all of their time making routine tests. They also keep records. Most of their record keeping is done by filling out standard forms by writing down test results in the proper blank spaces.

If You Want To Be An Environmental Health Technician

.You should prefer to work outside.

.You should not mind doing some jobs over and over.

.You should pay close attention to details.

.You should enjoy the kind of work you do in chemistry lab.

.You should follow instructions well.

To Prepare Yourself Now...

- .You should graduate from high school with plans to attend a technical education center.
- .High courses that will help you are: algebra, chemistry, physics, and English.
- .The TEC course takes two years to complete. Graduates receive an Associate Degree in Applied Science as Environmental Health Engineering Technicians.
- .Part-time work is usually available for students.

Remember!

- .Unpleasant odors are frequent in this job.
- .Benefits for public health employees usually include paid vacations, sick leave, insurance plans, and retirement funds.
- .Benefits in industrial plants vary from company to company.
- .*ENVIRONMENTAL HEALTH TECHNICIANS* may do a lot of travelling in a small area.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for about ten to fifteen additional *ENVIRONMENTAL HEALTH TECHNICIANS* each year during the next five years. With experience the technician with the associate degree may become a health research technician, water treatment plant operator or sewage plant operator. The technician who continues taking college level courses to earn a baccalaureate degree (4 years of college) while gaining on-the-job experience should have little difficulty finding a job as a professional sanitarian.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

ENVIRONMENTAL HEALTH TECHNICIANS usually work 5 days, 40 hrs/wk.

For More Information Write To:

.National Environmental Health Association
Office of the Executive Director
1600 Pennsylvania
Denver, Colorado 80203

.International Association of Milk, Food, and
Environmental Sanitarians
P. O. Box 701
Ames, Indiana 50010

.American Industrial Hygiene Association
66 South Miller Road
Akron, Ohio 44313

More View Jobs To Think About

TITLE	VIEW CARD #
Biologist	32
Biologist, Marine	33
Oceanographer	180
Zoologist	300

For armed services training availability in this occuaption call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7)

State Department of Education
Office of Vocational Education
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Security Commission

VITAL INFORMATION for EDUCATION and WORK

Engineer, Locomotive

D.O.T. 910 383
910 883

LOCOMOTIVE ENGINEERS drive train engines.

With a name like Zzylch you take every chance you get to be first in line.

2

What's It Like To Be A LOCOMOTIVE ENGINEER

D.O.T 910 383,883

LOCOMOTIVE ENGINEERS operate trains. There are three kinds of engineers. There are passenger engineers and freight engineers. There are also yard engineers. Yard engineers move card from place to place in a switchyard.

The cab of a railroad engine is a fairly comfortable place to work. There is a lot of noise and vibration, however, Large diesel or gas-turbine engines are very loud. Gas-turbine engines run more smoothly than diesel engines. Electric engines used near large cities are very smooth and quiet. On any kind of train bumps and rough spots on the track cause a lot of vibration, especially at high speeds.

Before leaving the station engineers have several safety checks to make. They check supplies of water, fuel, and sand. Sand is used to give extra traction when the rails are slick or icy. When the conductor signals, the engineer releases the brakes and opens the throttle. An engineer sits on the right-hand side of the cab. The throttle and reverse levers are on a stand. They are operated with the left hand. The brakes and air horn are operated with the right hand.

An engineer has many things to watch for while the train is running. The instrument panel has electric meters, water and oil pressure gauges, fuels gauges, and other instruments. Signals beside the tracks warn of road crossings and stations ahead. Other signals show how far ahead other trains are. The engineer also has a radio to contact other crew members on the train, switchmen, and dispatchers in stations along the route. Engineers also watch for hand signals, flags, or lanterns used in emergencies.

If You Want To Be A LOCOMOTIVE ENGINEER

.You should be in good physical condition.

.You should have good eyesight and hearing.

.You should have a good memory.

.You should be calm in emergencies.

.You should work well as member of a team.

.You should follow instructions well.

.You should like to work with large machinery.

.You should work well with your hands.

.You should have the patience to work at other railroad jobs for several years to earn a position as a *LOCOMOTIVE ENGINEER*.

To Prepare Yourself Now...

.You will need a high school education to get a railroad job.

.High school courses that will help you are: mathematics, machine shop, English, and diesel mechanics (at an Area Vocational Center).

Remember!

.No railroad employee starts out as an engineer. As engineers' positions come open, applicants are selected on the basis of ability and seniority among regular employees.

.Railroads offer paid vacations, pension plans, sick leave, group insurance, and special unemployment insurance.

.Most railroad workers belong to unions.

.When an engineer has to stay out of town over night the railroad pays for the room and board, or pays extra salary for the time spent away from home.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for one *LOCOMOTIVE ENGINEER* during the next four years. Nationally, most positions that come open will be filled by people who are already working for the railroads. High school students hoping to become engineers will have a long wait ahead even if they are lucky. Many who go to work for railroads never do become engineers.

Salary

$12,000 to $15,000 per year

Yard engineers usually earn the least, passenger engineers the most, although a freight engineer on a run with many stops may earn more than a passenger engineer.

Hours

Engineers work from 37 to 40 hrs/wk.
They may work day or night, weekends and holidays included.

For More Information Write To:

.Association of American Railroads
American Railroads Building
1920 L Street, NW
Washington, D. C. 20036

More View Jobs To Think About

TITLE	VIEW CARD #
Brakeman, Railroad	36

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

VITAL INFORMATION for EDUCATION and WORK

Employment Interviewer D.O.T. 166.268

EMPLOYMENT INTERVIEWERS try to find the right job for each person and the right person for each job.

I'm sorry, sir. There just aren't many openings for cross-country balloonists or aardvark impersonators.

2

What's It Like To Be An Employment Interviewer? D.O.T 166.268

An *EMPLOYMENT INTERVIEWER* works in the business office of an employment agency. Employment agencies are businesses that help other businesses find workers.

The *EMPLOYMENT INTERVIEWER'S* job is to select the right workers for each job available. There are two simple ways to find out what things a person can do and then find a job that needs a person to do those same things. The other way is to find out first what needs to be done on the job and then find a person who can do those things. Of course, on-the-job training and special assistance programs make the system more complicated. Most *EMPLOYMENT INTERVIEWERS* use combinations of both methods to put people and jobs together.

A job description is usually provided by the company that wants to fill the job. All the job descriptions are filed in the employment office.

INTERVIEWERS have many ways to find out what jobs the applicants may be suited for. The *INTERVIEWERS* may give tests to see what abilities each applicant has. *INTERVIEWERS* talk to each applicant to find out what kind of work the applicant wants to do. *INTERVIEWERS* often contact other people that the applicants have worked for to find out whether they have been good workers. *INTERVIEWERS* may also review school records to applicants.

Some employment agencies are private businesses. Others are government operated public agencies.

If You Want To Be An Interviewer

- You should like to meet and talk with all kinds of people.
- You should be willing to accept the responsibility for helping other people make important decisions.
- You should like to work indoors.
- You should not mind working with figures and statistics.
- You should speak and write well.
- You should pay close attention to details.

To Prepare Yourself Now...

- You should finish high school with plans to go to a college or a university.
- Your counselor can help you plan high school courses that will prepare you for college studies.
- Some recommended college majors are Public Administration, Political Science, and Personnel Administration.

Remember!

- Even after getting a bachelor's degree or an associate degree, you will need about 6 months to a year of on-the-job training to learn to be an *EMPLOYMENT INTERVIEWER*.
- Federal employees receive regularly scheduled pay increases.
- Most employers offer paid vacations, holidays, retirement plans, and group insurance.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 250 more *EMPLOYMENT INTERVIEWERS* during the next 5 years (1972-76). With experience and (sometimes) post-graduate work an *EMPLOYMENT INTERVIEWER* may become a job analyst or a personnel director.

Salary

Average Starting Pay: $2.50/hr

Hours

Most *EMPLOYMENT INTERVIEWERS* work days, 35-40 hrs/wk.

For More Information Write To:

.Bureau of Employment Security
United States Department of Labor
Washington, D. C. 20212

.The American Society for Personnel Administration
52 East Bridge Street
Berea, Ohio 44017

.International Personnel Management Association
1313 East 60th Street
Chicago, Illinois 60637

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Personnal Manager	197
School Counselor	238
Social Worker & Supervisor	252
Occupational Therapist	181

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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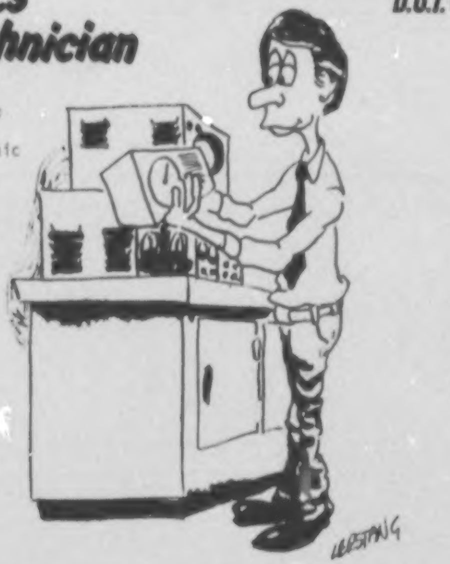
VITAL INFORMATION for EDUCATION and WORK

Electronics Technician

D.O.T. 003 181

ELECTRONICS TECHNICIANS repair and adjust electronic equipment.



I wonder how you repair an electronic gadget without using another electronic gadget?

2

What's It Like To Be An Electronics Technician

D.O.T 003 181

ELECTRONICS TECHNICIANS work in many industries. Some work with scientists and engineers. Some work directly with the public.

Some *ELECTRONICS TECHNICIANS* work in research departments. They help engineers and scientists build new products. They help test new products. The results of every test must be carefully recorded.

Many *ELECTRONICS TECHNICIANS* work in manufacturing industries. Some operate and repair electronic equipment used in production. Others test product samples for proper performance. Some make sure the test equipment is working properly. *ELECTRONICS TECHNICIANS* on production lines usually make their tests on a regular schedule. When many repairs or adjustments are needed it can be very hard to keep up with the test schedule. Production deadlines can also create a lot of pressure for a production line technician.

Customer service is also a large field for *ELECTRONICS TECHNICIANS*. Consumers own millions of electronic products. They range from cheap transistor radios to high fidelity stereo equipment. Microwave ovens, color or black and white televisions, and even some burglar alarm systems are repaired and adjusted by *ELECTRONICS TECHNICIANS*. A service technician may also have to explain the repairs needed in a way the customer can understand.

ELECTRONICS TECHNICIANS usually work in very comfortable conditions. The equipment must be kept clean, dry, and at an even temperature. The air conditioning needed for the equipment is nice for the technician, also.

If You Want To Be An Electronics Technician

- .You should work well alone or as a member of a team.
- .You should follow written instructions well.
- .You should have a good memory.
- .You should enjoy mathematics.
- .You should be willing to continue studying to keep up with changes in electronic equipment.
- .You should prefer to work indoors.
- .You should have good color vision.

To Prepare Yourself Now...

.You should finish high school with plans to attend a Technical Education Center.

.High school courses that will help you are: English, physics, basic electronics and mathematics.

.It takes two years to complete a TEC associate degree program in Electronics Engineering Technology.

Remember!

.Technical Education Centers have placement services to help their graduates find jobs.

.Most employers offer paid vacations and holidays, sick leave, group insurance plans, and retirement funds.

.Some jobs for *ELECTRONICS TECHNICIANS* require a license or certification of some kind; most do not.

.Computer technology is one of the fastest growing areas in electronics.

A Look Ahead...

There is a steadily increasing demand for *ELECTRONICS TECHNICIANS* in many industries. Television and radio repair has been greatly simplified by the use of replaceable circuits but the increasing popularity of other electronic equipment in the home has caused the need for qualified repairmen and production technicians to continue to rise. Greater use of automated equipment and computers in manufacturing has also increased the demand for *ELECTRONICS TECHNICIANS*. Experienced technicians are often promoted to supervisory positions. Repairmen experienced in consumer electronics may open their own repair shops.

Salary

Average pay range: $3.32 to $4.36/hour (statewide average).

Hours

ELECTRONICS TECHNICIANS in manufacturing may work any shift 40 hours/week.

Those who repair home products usually work days, 35 to 40 hours/week.

For More Information Write To:

.Electronics Industries Association
2001 I Street, N.W.
Washington, D. C. 20006

More VIEW Jobs To Think About

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
Office of Vocational Education
Research Coordinating
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Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

EXCAVATING EQUIPMENT OPERATOR

D.O.T. 850.883

EXCAVATING EQUIPMENT OPERATORS move dirt for the construction of roads, buildings, dams, parks, bridges, mines, pipelines, and levees.

That's right, partner. You're looking at the biggest, fanciest sandbox toy on the block.

2

What's It Like To Be An Excavating Equipment Operator?

D.O.T 850.883

An *EXCAVATING EQUIPMENT OPERATOR* works outside. *EXCAVATING EQUIPMENT OPERATORS* dig holes and trenches for many kinds of construction work. They may operate power shovels, bulldozers, and trenching machines. Some *EXCAVATING EQUIPMENT OPERATORS* dig foundations and basements for new buildings. Others work on new highways, dams, and bridges. Some dig trenches for pipelines and cables. A few work in mines or quarries.

EXCAVATING EQUIPMENT OPERATORS drive their machines. A bulldozer or a power shovel has some of the same controls a car has. They also have a lot of controls cars don't have. In addition to the accelerator, clutch, and brakes, a power shovel has controls to rotate the cab or to raise and lower the shovel. Even the ordinary controls may not work just like they do on cars or trucks. For example: many bulldozers turn by using the brakes. The driver uses brakes on the left side to turn left and brakes on the right side to turn right.

EXCAVATING EQUIPMENT OPERATORS may work in almost any kind of weather. There is usually less work to do when it is cold and rainy because many other construction workers can't do their jobs in bad weather.

Even though *EXCAVATING EQUIPMENT OPERATORS* ride while they work, the job can still be hard work. Most operators do a lot of routine mechanical work on their machines. They also get bounced around a lot and the vibration of heavy machinery can make you tired just from shaking.

An *EXCAVATING EQUIPMENT OPERATOR* does have the satisfaction of always being able to see just how much of a job has been done and how much is left to do. An operator can also take a lot of pride in doing a skillful job. It takes a lot of skill to do neat, exact work with a tool the size of a bulldozer.

If You Want To Be An Equipment Operator

- You should like to work outside.
- You should like to work with mechanical things.
- You should be strong enough to lift 100 pounds.
- You should have a lot of endurance.
- You should be healthy enough to work in all kinds of weather.
- You should not mind working in dust and dirt.
- You should be able to judge distances well.
- You should have good coordination and quick reflexes.
- You should take care of details in your work.
- You should like to work with other people as a member of a team.
- You should not mind working with a lot of noise and vibration.
- You should not mind changing your place of work frequently.

To Prepare Yourself Now...

- You should finish high school.
- High school courses that will help you are: Machine shop, auto mechanics or agricultural mechanics, and driver education.
- You should write to the nearest local office of the International Union of Operating Engineers for apprenticeship information.
- You should consider taking courses in heavy equipment operation at a Technical Education Center.

Remember!

- There are few apprenticeships available in this area for construction machinery operators.
- You should be able to learn to operate excavating equipment by getting a job as an operator's helper and by taking courses at a Technical Education Center in your spare time.
- Most *EXCAVATING EQUIPMENT OPERATORS* belong to a union.
- *EXCAVATING EQUIPMENT OPERATORS* may be "laid off" in bad weather.
- *EXCAVATING EQUIPMENT OPERATORS* don't usually work in one place very long.
- Most employers offer group insurance plans, pension funds, and paid holidays.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 400 more *EXCAVATING EQUIPMENT OPERATORS* during the next 5 years (1972-76). *EXCAVATING EQUIPMENT OPERATORS* with experience on other kinds of heavy machinery and a knowledge of heavy equipment repair may become operating engineers.

Salary

Starting Pay Range: $3.00 to $5.50/hr
(once you learn to operate the machine)

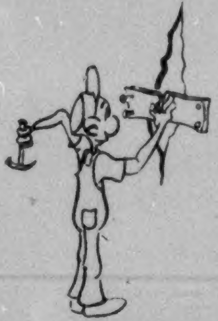
Hours

EXCAVATING EQUIPMENT OPERATORS usually work days, 40 hrs/wk.

For More Information Write To:

- International Union of Operating Engineers
1125 17th Street, N.W.
Washington, D.C. 20036

- Associated General Contractors of America, Inc.
1957 E. Street, N.W.
Washington, D.C. 20006



Also Check These Out:

- Bureau of Apprenticeship and Training
Room 502-A
901 Sumter Street
Columbia, SC 29201

- Bureau of Apprenticeship and Training
Room 313, Federal Building
334 Meeting Street
Charleston, S.C. 29403

More View Jobs To Think About

TITLE	VIEW CARD #
Industrial Truck Operator	133

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

Farm Equipment Mechanic D.O.T. 624 281

A *FARM EQUIPMENT MECHANIC* repairs farm machines. *FARM EQUIPMENT MECHANICS* keep milkers milking, shuckers shucking, pickers picking, choppers chopping, planters planting, and balers baling.

2

What's It Like To Be A Farm Equipment Mechanic? D.O.T 624.281

A *FARM EQUIPMENT MECHANIC* does most of his work on farms. His "workshop" may be a farmer's shed, a barn, or an open field. A *FARM EQUIPMENT MECHANIC* has to get used to working with dirty machinery. He may have to scrape away a lot of dirt and grease just to see what needs to be fixed. Many farm equipment parts are very heavy and hard to reach and cuts or bruises are easy to get.

There usually isn't much work to do in the winter. *FARM EQUIPMENT MECHANICS* sometimes overhaul machines during the winter so they will be running right when they are needed. The rest of the year a lot of jobs are rush jobs. Crops won't wait for a farmer so, when a machine breaks down, it's a real emergency. The mechanic may have to work overtime until his job is finished.

A *FARM EQUIPMENT MECHANIC* must be able to repair many kinds of specialized machines. He may work on gasoline and diesel engines, hydraulic equipment, many types of transmissions, chain drives or belt drives, brakes and clutches. He may repair or replace electrical wiring. A *FARM EQUIPMENT MECHANIC* may use such tools as welders, grinders, saws, hammers, wrenches, screw drivers, pliers and files. He may even need to use a drill press or a lathe.

Most *FARM EQUIPMENT MECHANICS* work for farm equipment dealers. Part of their job is putting new machinery together. A *FARM EQUIPMENT MECHANIC* who works for a large equipment dealership may specialize in repairing only a certain type of equipment.

If You Want To Be A Farm Equipment Mechanic

.You should work well by yourself.

.You should be able to explain your work to a customer.

.You should not mind working outside.

.You should like to work with tools.

.You should be strong enough to lift 50 pounds or more.

.You should take pride in doing a good job.

.You should not mind working in cramped positions.

.You should not mind working with dirty parts.

.You should be willing to study repair manuals for new machinery.

To Prepare Yourself Now...

.You should complete your high school education.

.High school courses in mathematics, physics, welding, electricity, machine shop, and auto mechanics will help.

.You should plan to take courses in agricultural mechanics at an area vocational school or technical education center.

Remember!

.Some farm equipment manufacturers require a *FARM EQUIPMENT MECHANIC* to pass written and practical tests before they will authorize a mechanic to repair their machinery.

.You may have to buy your own hand tools.

.Many farm equipment companies offer paid vacations, life and health insurance, and retirement plans.

A Look Ahead...

Although the number of farms is slowly decreasing, increased use of farm machinery and the development of new, specialized machines are expected to create a greater need for *FARM EQUIPMENT MECHANICS*. Qualified *FARM EQUIPMENT MECHANICS* may become shop foremen or open their own repair shops.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Except for emergency jobs most *FARM EQUIPMENT MECHANICS* work days, 40 to 48 hrs/wk.

For More Information Write To:

.Farm and Industrial Equipment Institute
410 North Michigan Avenue
Chicago, Illinois 60611

.National Farm and Power Equipment Dealers Association
2340 Hampton Avenue
St. Louis, Missouri 63139

The best way to become a *FARM EQUIPMENT MECHANIC* is through an apprenticeship. Read the VIEW card titled *FARM EQUIPMENT MECHANIC APPRENTICE*. VIEW Card # 102.

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Airframe & Powerplant Mechanic	8
Automobile Mechanic	22
Diesel Mechanic	78
Motorcycle Mechanic	173

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

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VIEW

Vital Information for Education and Work

Farm Equipment Mechanic Apprentice

D.O.T. 624.281

An apprenticeship is a contract between you and the company you work for. The employer agrees to teach you all the skills needed to perform your job during a 3 to 5 year training period. The employer also agrees to give you regular pay raises as you complete parts of the program. You must agree to complete the training in the time allowed. You must also agree to attend any vocational classes required by the training schedule

A person sometimes learns a trade as a helper without an apprenticeship agreement, but a helper doesn't earn as much as an apprentice. A helper may not get regular pay raises. A helper may never learn all he needs to know because he won't have a planned program which includes vocational school training or practice in all the job skills.

Following is an example of the type of training you would receive as a Farm Equipment Mechanic Apprentice:

(1000 hours equal about six months)

1. ENGINE REPLACEMENT - Remove cylinder head and block, reseat and reface valves, remove and clean manifold, install new or rebored block assembly with pistons and rings, adjust connecting rod and main bearings, remove pulley and clutch assembly, check and replace parts where necessary, reassemble, grease fan bearings, adjust motor speed, oil pressure and throttle linkage, install connecting rod bushing and ream to fit where necessary.

2. ENGINE OVERHAUL - Remove cylinder head, reseat and reface valves, remove and clear manifold, install new piston rings, adjust connecting rod and main bearings, remove pulley and clutch assembly, check and replace parts where necessary, reassemble, grease fan bearing, adjust motor speed, oil pressure and throttle linkage, install connecting rod bushing and ream to fit where necessary.

3. FRONT WHEELS AND STEERING - remove front wheels, clean bearings, replace felt washers, retainers or bearings where necessary, reassemble and adjust; check and adjust mesh of steering worm and sector.

4. GOVERNOR - dismantle, replace necessary parts, reassemble, and adjust.

5. VALVE RECONDITIONING - remove springs and caps, reface and reseat valves and reassemble.

6. DIFFERENTIAL BRAKE OVERHAUL - dismantle, clean, reassemble, adjust and reline.

7. CARBURETOR OVERHAUL - dismantle, clean, check, replace necessary parts, reassemble, and adjust.

8. TRANSMISSION AND FINAL DRIVE CHECK-UP - drain transmission oil, remove final drive cover, flush and refill transmission and final drive gear cases, check differential and transmission bearing and adjustment and adjust rear axle felt washers or bearings.

9. PULLEY AND CLUTCH - remove clutch operating unit and pulley, clean, check, replace necessary parts; reassemble.

10. CLEAN AND PAINT TRACTOR

11. MAGNETO OVERHAUL - overhaul, clean and test.

12. WATER WEIGHT FOR RUBBER TIRES - prepare calcium chloride solution and fill tires.

TERM - 2½ years

Servicing various types of farm equipment shall require 1½ years of training on the following machines: plows, cultivators, discs, hoes, corn planters, corn shellers, pickers, hammermills, food grinders, corn elevators, spreaders, silage harvester, combines, threshers, mowers, hay choppers and balers.

TOTAL - 4 years

For more information about Farm Equipment Mechanic Apprentice programs in your area, you should contact either:

Bureau of Apprenticeship and Training
Room 502 - A
901 Sumter Street
Columbia, South Carolina 29201

OR

Bureau of Apprenticeship and Training
Room 313, Federal Building
334 Meeting Street
Charleston, Sotuh Carolina 29403

State Department of Education
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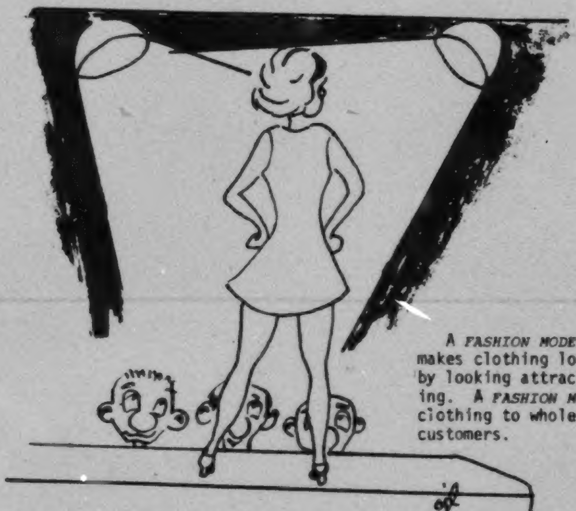
VIEW

VITAL INFORMATION for EDUCATION and WORK

FASHION MODEL

D.O.T. 297 868



Wow! Look at those flat seams, that neat hem, the smart neckline!

A *FASHION MODEL* is a person who makes clothing look more attractive by looking attractive in the clothing. A *FASHION MODEL* helps sell clothing to wholesale and retail customers.

2

What's It Like To Be a Fashion Model

D.O.T 297 868

A *FASHION MODEL* works in a fashion showroom or retail store. A fashion showroom is run by a clothing manufacturer to show new garments to wholesale buyers. A retail store employs *MODELS* to show the latest fashions to its customers.

A manufacturer's showroom *MODELS* are usually hired on a year-round full time basis. The *MODEL* may spend a lot of time sitting around doing nothing until the buyers arrive. When the buyers do arrive the *MODEL* must immediately look fresh and energetic.

Retail models are not as highly paid as showroom *MODELS*. They don't work as hard either. Some days a retail model may not show more than 3 or 4 outfits. A retail model may spend the whole day just wearing a new style around the store.

MODELS may have only a couple of minutes to change outfits, but they must look as good as if they had spent a couple of hours getting dressed. Even at the end of a long day a *MODEL* must be able to walk briskly, turn gracefully, and smile radiantly.

If You Want To Be a Fashion Model

.You should have good posture.

.You should be enthusiastic about your work.

.You should have the endurance to work on your feet all day.

.You should like to work with other people.

.You should be patient, poised, and self-confident.

.Size 10 clothing should be a perfect fit.

.You should like being onstage by yourself in front of an audience.

.You should have normal hearing and eyesight.

To Prepare Yourself Now...

.You should at least complete your high school education.

.High school courses that will help you are: English, speech, and drama.

.You should take a professional modeling course at a charm school.

.You may be able to get a job as a teen model in a department store while you are still in school.

Remember!

.To work as a *FASHION MODEL* you should be from 5'5" to 5'11" tall in 2½" heels.

.You should have measurements from 34-24-34 to 36-26-36.

.The usual age range for *MODELS* is from 15 to 30.

.You should be sure any charm school you want to attend has a placement service and is approved by the Modeling Association of America.

.The majority of *MODELS* work in New York City.

.Most employers offer paid vacations and holidays, group insurance, and retirement plans.

.Many employers offer free hair styling and free clothing for *MODELS*.

.Most *FASHION MODELS* are women, but a few men are hired to model men's clothing.

A Look Ahead...

There is a limited demand in the largest South Carolina cities for *FASHION MODELS*. There is a lot of competition for the openings that do exist. Some experienced *MODELS* become fashion consultants for magazines, stores, and clothing manufacturers.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *MODELS* in South Carolina only work as *MODELS* part-time during busy seasons and do something besides modeling the rest of the year.

For More Information Write To:

.Model's Mart, Ltd.
19 East 48th Street
New York, New York 10017

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VIEW

Vital Information for Education and Work

FILE CLERK

D.O.T. 206 388

A *FILE CLERK* arranges records to help a company remember what it has done, what it is doing, and what it is going to do.

A FILE CLERK is a Perspicacious Person Who Plucks Perplexing Papers from a Polymorphic Pile.

2

What's It Like To Be A FILE CLERK?

D.O.T 206.388

A *FILE CLERK* works in a business office. A *FILE CLERK* may work for a bank, a law office, an insurance company, a retail store or many other kinds of businesses. A *FILE CLERK* may work in a large office with many other *FILE CLERKS* and do only a few simple jobs. A small office may have only one *FILE CLERK* to do many jobs.

A *FILE CLERK* sorts, indexes, and files letters, reports and other records. A *FILE CLERK* may have to do some typing or keypunch operating. *FILE CLERKS* may photograph records on microfilm. *FILE CLERKS* don't have to lift or carry anything very heavy. They do have to bend and reach and walk around a lot.

A *FILE CLERK* has a big responsibility. If a letter or receipt is not filed correctly it could be lost and cost the company a lot of money. A lost record could also make a customer mad enough to go to another company.

If You Want To Be A FILE CLERK

.You should like to work with other people.

.You should be neat and accurate even when you have to hurry.

.You should be very careful about details.

.You need to have a good memory.

.You should like doing the same jobs every day.

.You should have good vision (glasses are OK) and good hearing (a hearing aid is OK, too).

.You should have neat handwriting.

.You should like to work indoors.

To Prepare Yourself Now...

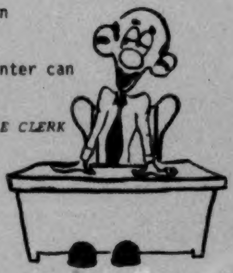
.You will need a high school education.

.Courses in English (spelling & grammar), arithmetic, typing, filing, bookkeeping and business machines will help you become a good *FILE CLERK*.

.You may want to take a course in office occupations at an area vocational school.

.Secretarial courses in a regional technical education center can help you move up to better paying jobs.

.Distributive Education may offer job experience as a *FILE CLERK* while you are still in high school.



Remember!

.You can get a job as a *FILE CLERK* with only a high school education.

.The more training you have the faster you can advance to better paying jobs.

.Many employers offer paid vacations and holidays, life and health insurance, and some have pension plans or bonuses.

.You will probably have to take a physical examination to get a job as a *FILE CLERK*.

A Look Ahead...

Because most *FILE CLERKS* move up to other jobs there is a steady demand for new *FILE CLERKS*. With additional training there are chances for promotion to clerk-typist, secretary, receptionist or stenographer.

Salary

Pay Range: $2.25 to $2.76/hr. (State Averages)

Hours

Most *FILE CLERKS* work days, 40 hrs/wk.

For More Information Write To:

Talk to your office occupations instructors or your school secretary.

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Clerk Typist	55
Keypunch Operator	140
Office Clerk	182
Personnel Clerk	196
Ward Clerk	290

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
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Security Commission

VIEW

Vital Information for Education and Work

2

FIREMAN

D.O.T. 373 884

FIREMEN may give first aid to people rescued from drowning or they may get pet cats out of trees, but mostly....

FIREMEN

are always

spouting off

in public.

What's It Like To Be A Fireman

D.O.T 373 884

Each *FIREMAN* in a city fire department has a particular job. He may be a hoseman, a ladderman, a truckdriver or a tillerman. Some *FIREMEN* inspect buildings to make sure the owners obey fire safety rules. Each man must work closely with all the other *FIREMEN* as a member of a team.

Some *FIREMEN* work 10 hours during the day or 14 hours at night. Other *FIREMEN* are on duty for 24 hours and then have 24 hours off. The work around a fire station includes cleaning and polishing equipment, practicing fire drills and standing watch at fire alarm stations. *FIREMEN* have to be ready to go whenever the alarm sounds.

A *FIREMAN'S* work is very dangerous. He may be burned or choked by smoke and fumes. He may fall from a ladder or break through a burning floor. A fire is a hot place to work, but a *FIREMAN* can get very wet and cold in the winter.

No matter how dangerous and uncomfortable the job is, a *FIREMAN* has the satisfaction of saving lives and property.

If You Want To Be A Fireman

.You have to be able to take orders and you have to be able to give orders.

.You have to be calm in emergencies and able to make quick decisions.

.You should be able to take responsibilities.

.You must be strong, alert and very agile.

.You must have good vision and hearing.

.You must work well as a member of a team.

.You should have a desire to serve others.

.You must be able to tolerate waiting around for long periods.

.You must be able to stand a lot of smoke and heat.

.You should be able to follow directions even at the risk of your own life

To Prepare Yourself Now...

.You will need a high school education.

.You should take high school courses in physics, chemistry, algebra, geometry, electric shop, mechanical drawing and building trades.

.Military experience in fire fighting will help.

Special Entry Requirements

.You must be between 21 and 31 years old.

.You must be no shorter than 5'7".

.You must be no taller than 6'2".

.Weight restrictions depend on height; for instance: if you are 5'7" tall you must weigh between 140 and 185 pounds, if you are 6'2" tall you must weigh between 180 and 235 pounds.

.You must pass a physical examination.

.You must score higher than competitors on a civil service examination.

.You must have a South Carolina driver's license.

Remember!

.You may be expected to join a union.

.On-the-job training takes three years.

.Competitive tests are given for promotions.

.*FIREMEN* get health and accident insurance, sick leave, paid vacations, and retirement pay.

.*FIREMEN* are usually paid an allowance for uniforms.

.*FIREMEN* never stop studying and learning new ways to fight fires.

A Look Ahead...

There will be a steady demand for qualified *FIREMEN* in South Carolina during the next 5 years. Over 350 *FIREMEN* will be needed by 1977 but the competition is high. Able *FIREMEN* may be promoted to engineer, lieutenant, captain, battalion chief, assistant chief, or fire chief.

Salary

Starting Pay Range: $2.78 to $3.29/hr.

Hours

FIREMEN work any hours of the day or night from 48 to 60 hrs/wk.

For More Information Write To:

.International Association of Fire Fighters
1750 New York Avenue, NW
Washington, D. C. 20006

.National Fire Protection Association
60 Batterymarch Street
Boston, Massachusetts 02110

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Policeman	209
Watchman	293

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

Fish and Game Warden

D.O.T. 379.168

FISH AND GAME WARDENS manage hunting and fishing areas so they will stay clean and well-stocked year after year.

Duck...? What Duck?

2

What's It Like To Be A Fish and Game Warden?

D.O.T 379.168

FISH AND GAME WARDENS do most of their work outdoors. Each warden usually has an assigned territory to patrol. In some areas the warden may travel by jeep or by boat. Sometimes a *FISH AND GAME WARDEN* flies a light plane to patrol a large area. Many hours may be spent walking over areas that can't be covered any other way.

In many ways a *FISH AND GAME WARDEN* is like a policeman. *FISH AND GAME WARDENS* can arrest people for fishing or hunting out of season. They can also arrest people for using illegal methods, such as dynamiting fish ponds. The wardens also check to see that people have hunting and fishing licenses.

FISH AND GAME WARDENS take care of public lands. They examine wild animals to make sure they are healthy. They test water and soil for possible pollution. *FISH AND GAME WARDENS* also check the animals' natural food supply to make sure they have enough to eat.

The job of a *FISH AND GAME WARDEN* can be very pleasant when the weather is nice. When the weather is bad, the warden may still have to work outside. *FISH AND GAME WARDENS* have many chances to meet and talk with all kinds of people. People who violate fish and game laws can be just as unpleasant as any kind of criminal. Most hunters, fishermen, and campers are just as interested as the warden is in taking care of our lakes, rivers and forests.

If You Want To Be A Fish and Game Warden

- You should like to work outside.
- You should like wild animals.
- You should be interested in preserving natrual wildlife areas.
- You should like to meet and talk with people.
- You should not mind doing much of your work alone.
- You should be strong and healthy enough to work in all kinds of weather.
- You should have good eyesight and hearing.

To Prepare Yourself Now...

- You should finish high school and you should discuss with your counselor the advantages of attending a college or Technical Education Center.
- High school courses that will help you are: English, biology, geology, and (if you plan to go to college) college preparatory courses.
- Two possible college majors are biology and zoology.
- If you decide not to attend a college, a course of study in forestry or park operations at a Technical Education Center can help you prepare for a career as a *FISH AND GAME WARDEN*.
- If you can't attend a TEC school or a college you may still be able to get a job as a fish and game assistant.
- You may be able to find a summer job as a park assistant while you are still in school.

Special Entry Requirements

- You may have to pass a strict physical examination to get a job as a *FISH AND GAME WARDEN*.
- You have to take a Civil Service Examination to get a job as a federal *FISH AND GAME WARDEN*.

Remember!

- If you start work as a fish and game assistant, it takes several years to qualify for promotion to *FISH AND GAME WARDEN*.
- Even after 4 years of college, on-the-job training may take another year or two.
- Most *FISH AND GAME WARDENS* are men.
- State and federal employees get paid vacations and holidays, retirement benefits, and group health and life insurance.

A Look Ahead...

Although the South Carolina Employment Security Commission expects a demand for about 700 recreation workers during the next 5 years (1972-76), very few positions will be available for *FISH AND GAME WARDENS*. You should contact the additional sources of information listed on page four for more ideas on jobs for fish and wildlife specialists.

Salary

Starting Pay: $5,897/yr.

Hours

Most *FISH AND GAME WARDENS* work irregular hours. Evening and weekend work is often necessary during hunting and fishing seasons.

For More Information Write To:

- Fish and Wildlife Service
  U.S. Department of the Interior
  Washington, D.C. 20240
- Wildlife Management Institute
  709 Wire Building
  Washington, D.C. 20005
- National Wildlife Federation
  1412 16th Street N.W.
  Washington, D.C. 20036

More View Jobs To Think About

TITLE	VIEW CARD #
Fish Hatchery Manager	107
Forester	112
Park Ranger	192

State Department of Education
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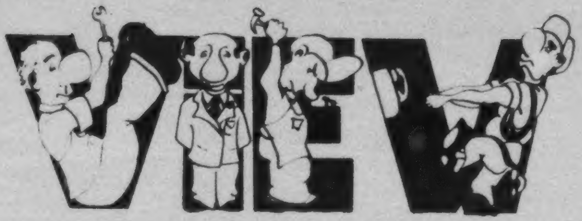

VITAL INFORMATION for EDUCATION and WORK

Fish Hatchery Manager D.O.T. 041.168

A FISH HATCHERY MANAGER raises fish to keep ponds, lakes, and rivers well-stocked for sport and commercial fishermen.

So that's why they're called "fingerlings"!

2

What's It Like To Be A Fish Hatchery Manager? D.O.T 041.168

Much of a *FISH HATCHERY MANAGER'S* work is done outdoors. Before fish can be raised in a hatchery, we have to know how they live in the wild. Fish are tagged to find out where they go from season to season. Water temperatures have to be checked in areas the fish seem to like best. The *FISH HATCHERY MANAGER* also has to know whether a particular kind of fish likes still water or flowing water. Fish are sometimes examined to see what kind of foods they eat. The manager has to find out what the natural enemies of the fish are. Sick fish must be carefully checked to see what kind of diseases they have so the hatchery can find ways to cure and prevent the diseases.

The fish in the hatchery need a lot of physical work, too. Most big fish eat little fish, including their own young. Since some fish will always grow faster than others, the big ones must be regularly separated from the rest. Some of the work can be tiring in a different way, like picking through a few thousand fish eggs to take out the dead ones.

FISH HATCHERY MANAGERS also do a lot of indoor work. There are reports to write, forms to fill out and sometimes speeches to prepare. *FISH HATCHERY MANAGERS* may be invited to give talks to civic clubs, biology classes, and boy scout or girl scout troops. *A FISH HATCHERY MANAGER* is also responsible for training hatchery laborers and assistants. The manager may have to arrange work schedules, hire new workers, and make recommendations for promotions.

If You Want To Be A Fish Hatchery Manager

- You should like to work outdoors.
- You should not be bothered by the odor of fish (after awhile you probably won't notice it).
- You should enjoy meeting and talking with people.
- You should like to work with your hands.
- You should be healthy enough to work outside in bad weather.
- You should have a strong interest in the preservation of natural food supplies.

To Prepare Yourself Now...

- You should finish high school. Getting a good job in a fish hatchery will be hard without a high school education. Getting promotions will be even harder.
- High school courses that will help you are: biology, chemistry, English, mathematics (algebra, geometry, trigonometry) and any shop courses you can schedule.
- You should try to enroll in a two-year college course in either biology or fish culture technology. (Your counselor can help you locate schools that offer these programs).

Remember!

- A *FISH HATCHERY MANAGER* who likes to eat fish can save a lot of money on the grocery bill.
- Many fish hatcheries are far away from any large city.
- Even after 2 years of college, on-the-job training takes from 2 to 4 years more.
- You may be able to find work as a laborer in a fish hatchery with only a high school education, but promotions will be much harder to get without additional study of fish culture technology.
- 95% of all fish hatcheries are operated by the state or federal government.
- Many *FISH HATCHERY MANAGERS* start work as fish hatchery assistants.
- Government employees get paid vacations, holidays, retirement pensions, and low rates on life and health insurance.

A Look Ahead...

Fish culture technology is still a very new industry and there are few jobs available at this time. However, fish hatcheries are rapidly growing in importance in many areas of the country, especially in the Northwest and in the Lake Michigan area. At present (1973), there are three federal and four state hatcheries in South Carolina with limited plans for expansion.

Salary

Starting Pay: $5,200/yr

Hours

Most *FISH HATCHERY MANAGERS* work irregular hours. When things have to be done, the manager may work nights or weekends.

For More Information Write To:

.Sport Fishing Institute
608 13th Street
Washington, D. C. 20005

.Wildlife and Marine Resources Department
Attn: Information and Education
1015 Main Street
P. O. Box 167
Columbia, South Carolina 29202

More View Jobs To Think About

TITLE	VIEW CARD #
Fish & Game Warden	106
Forester	112
Park Ranger	192

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VITAL INFORMATION for EDUCATION and WORK

FLORIST

D.O.T. 142.081

FLORISTS grow, ship, and arrange flowers for all occassions.

Flora the florist

fixes fine flowers

for friends and fees.

2

What's It Like To Be A FLORIST

D.O.T 142.081

FLORISTS provide decorative flowers for all occassions. They may work in retail shops selling directly to the public. They may be wholesalers who sell to retail shops. They may be growers who work outdoors or in greenhouses. Many wholesalers and retailers are also growers with their own greenhouses.

Growers are most concerned with the gardening part of the business. They must know when to plant so that flowers will be blooming in time for important holidays like Easter or Mothers' Day. They prepare the soil so it is best suited for each type of flower. They must know just how much water each type of plant needs. The temperature in a greenhouse must be carefully controlled. Growers must also learn ways to keep flowers fresh and healthy looking for as long as possible after they bloom.

Wholesalers buy large shipments of flowers from growers. They sell the flowers in smaller quantities to retailers. Wholesalers must learn ways to pack flowers so they can be shipped without damage. Wholesalers and retailers must be effective salespeople.

Retailers must also know how to keep flowers fresh as long as possible. Customers won't buy wilted flowers at any price. Retail florists must learn flower arranging. Many people order flowers by telephone. They want attractive arrangements sent to friends or family. Well made arrangements can double a florist's business. The person who ordered the flowers may order again and the person who received the flowers may also want to use or recommend the shop.

FLORISTS in all parts of the business must keep careful records. They check their records each year to see when certain flowers are in demand. They check to see which flowers make the most profit. They check to see which flowers have cost the most in spoilage or damage. Only by constantly improving their methods of growing and handling flowers can *FLORISTS* keep prices low enough to attract customers.

If You Want To Be A FLORIST

- You should like flowers and growing things.
- You will need some artistic talent for the retail business.
- You should like to meet and talk with people if interested in wholesaling or retailing.
- You should prefer to work indoors for wholesaling or retailing and should not mind working outdoors part of the time for the flower growing business.
- You should have a good memory and should not mind keeping a careful record of your work.
- You should be willing to work at running a business in addition to working with flowers.

3

To Prepare Yourself Now...

.You will need at least a high school education.

.High school courses that will help you are: bookkeeping, business math, biology, physics, chemistry, art, and distributive education.

.Area Vocational Centers and Technical Education Centers offer courses in horticulture.

.Florist shops and greenhouses often hire students for part-time or temporary help in busy seasons.

.Clemson University offers courses in floriculture.

Remember!

.Retailing takes both artistic talent and business abilities; wholesaling takes mostly business abilities; and flower growing takes both business and farming ability.

.Many schools offer degrees in floral design. The Society of American Florists will send you a list of them.

.The florist business is seasonal. They either have more business than they can handle or hardly any business at all.

.College studies in floriculture, business management, and floral design can help success come easier in any phase of the *FLORIST'S* business.

.Retailers' shops are in cities and towns. Growers often are out in the country. Wholesalers may be in the country or in the industrial part of a city.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for about 120 new *FLORISTS* during the next four years. Nationally the demand is also growing as people have more time to enjoy flowers and less room to grow their own. Many florists' shops are family businesses with no employees besides a husband and wife.

4

Salary

Income depends on the size of the business, the management abilities of the *FLORIST*, and whether the *FLORIST* is a grower, wholesaler, or retailer. It is possible to make a good living in any part of the business.

Hours

Growers often keep "farmers' hours" (they work when the sun is up).
Wholesalers and retailers usually work days, 35 to 40 hrs/wk.
Busy seasons may require many extra hours.
Holidays are busy seasons.

For More Information Write To:

.Society of American Florists and Ornamental Horticulturists
901 North Washington Street
Alexandria, Virginia 22314

State Department of Education
Office of Vocational Education
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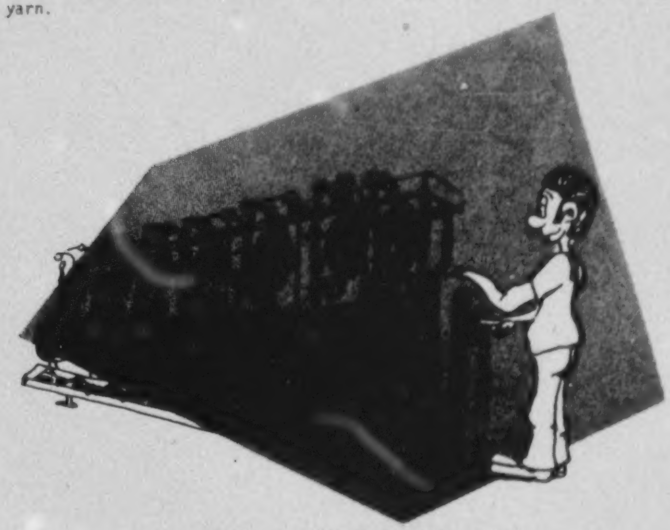
VIEW

VITAL INFORMATION for EDUCATION and WORK

Fly Frame Tender

D.O.T. 680.885

FLY FRAME TENDERS run machines that prepare fibers to be spun into yarn.



Ain't no flies on my frame, baby!

2

What's It Like To Be A FLY FRAME TENDER ?

D.O.T 680.885

FLY FRAME TENDERS work in textile mills. They operate machines that make sliver into roving. Sliver is a soft, ropelike strand of fibers. Roving is a twisted strand about the size of a pencil.

A *FLY FRAME TENDER* may have to thread the sliver through the machinery onto the bobbin. The bobbin is a tube that the roving is wound on. If the end of the last sliver is still in the frame, the tender can just twist the beginning of a new sliver to the end of the old one instead of rethreading the machine by hand.

The fly frame stretches the sliver out thinner. As it is wound on the bobbin the strand is twisted. It is now called roving. The twisting makes the roving strong enough to spin into yarn without breaking too often.

FLY FRAME TENDERS bend over a lot. They bend to get sliver from cans. They bend to remove full bobbins from the frame. (Removing the full bobbins is called doffing.) They bend to stack the full bobbins in roving boxes. All that bending may give a *FLY FRAME TENDER* a tired back.

The work area around a fly frame is usually well lighted. Modern mills are often air conditioned. A fly frame does make a lot of lint that floats around in the air.

If You Want To Be A FLY FRAME TENDER

.You should prefer to work indoors.

.You should like to work around large machines.

.You should not mind doing the same things over and over.

.You should be able to work standing up for several hours.

A Look Ahead...

.You can probably get a job as a *FLY FRAME TENDER* without a high school education, but getting hired is usually easier if you do have a diploma.

.You should take a course in textiles at an Area Vocational Center while you are still in high school.

.You may be able to get a part-time job in a textile mill during your junior or senior year.

Remember!

.About half the textile mills in South Carolina pay the entire cost of some types of employee insurance.

.Many companies share the cost of insurance with their employees.

.Most companies also offer employee discounts, educational assistance, pensions, and retirement plans. Some give vacation bonuses.

.Some textile workers belong to labor unions.

.On-the-job training for a *FLY FRAME TENDER* usually takes about five weeks.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 700 *FLY FRAME TENDERS* during the next five years (through 1976). There are few opportunities for promotions. Senior workers may get a choice of shifts. Transfers to other departments in the mill may give reliable, experienced workers a chance to earn more money.

Salary

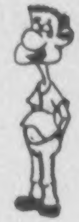
Pay Range: $2.55 to $2.70/hr. (State Average)

Hours

FLY FRAME TENDERS work days, evenings, or nights, 40 hrs/wk.

Many textile mills have swing shifts (workers change shifts each week).

FLY FRAME TENDERS may work some weekends (they get other days off during the week).



For More Information

.Public Relations Division
American Textile Manufacturing Institute, Inc.
1501 Johnston Building
Charlotte, North Carolina 28202

More View Jobs To Think About

TITLE	VIEW CARD #
Battery Hand	29
Card Tender	44
Cloth Inspector	56
Drawing Tender	86
Knitting Machine Operator	142
Opener and Feeder Tender	185
Picker Tender	202
Spinner	255
Spinning Doffer	256
Spooler Tender	257
Weaver (Automatic Loom)	293
Winder Operator	296

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VITAL INFORMATION for EDUCATION and WORK

Folder and Turner

D.O.T. 789.887

TURNERS turn sewn fabric products right side out. *FOLDERS* fold the products neatly for packing and shipping.

Say! How much rubber do we have in these stretch slacks, anyway?

2

What's It Like To Be A Folder and Turner?

D.O.T 789.887

FOLDERS AND TURNERS work indoors. Most *FOLDERS AND TURNERS* work on a kind of assembly line. They may work for companies that make cloth bags or nearly any kind of industry.

Bags are sewn together inside out. So are skirts, pants, gloves, and neckties. When they are turned right side out all the loose edges of the seams are on the inside. When a seamstress finishes sewing a piece of clothing it is passed along to the turner. The turner turns it right side out.

Turners may use simple machines to make the job faster. One kind of turning machine has two posts standing on end, one over the other. To turn a bag right side out, the turner first puts the bag over the top of the bottom post. Next, the turner pushes a pedal that holds the end of the top post down tight on the end of the bottom post, clamping the closed end of the bag between them. The turner turns the bag right side out by pulling it straight up onto the top post. Finally, the turner releases the pedal to unclamp the machine and takes the bag off the top post.

Once things are turned right side out they are ready to be folded. Some things are folded on a table that has marks where the folds should be. Other things, such as shirts, may be folded around a piece of cardboard.

In some companies the jobs of turning and folding are done by the same person. In many companies *FOLDERS AND TURNERS* have separate jobs, but they may work side by side.

A clothing factory is usually comfortable and well lighted. There may be some lint in the air, but modern air filtering systems are helping that. The work area may be very noisy near the garment cutters or the sewing machines.

If You Want To Be A Folder and Turner

- You should like to work indoors.
- You should like to work with other people.
- You should work well with as a member of a team.
- You should not mind doing the same thing over and over again.
- You should not mind working in a noisy area.
- You should work well with your hands.

To Prepare Yourself Now...

- You may be able to do the work without a high school education, but some employers just don't hire people without a high school diploma.
- While you are in high school you should take some vocational courses. They can make it easier to find another job if you can't get work as a *FOLDER AND TURNER* or if you decide you don't enjoy being a *FOLDER AND TURNER*.
- Ask your counselor to give you a manual dexterity test to make sure you can work with your hands well enough to be a *FOLDER AND TURNER*.

Remember!

- Many clothing factories lay off a lot of workers for a couple of months each year.
- Most employers offer paid vacations, holidays, retirement plans, and special rates on insurance.
- A turner who can't keep up with the seamstresses may be fired.
- A folder who can't keep up with the turners may be fired.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 700 *FOLDERS AND TURNERS* during the next 5 years (1972-76). Most *FOLDERS AND TURNERS* are never promoted. They may become senior *FOLDERS AND TURNERS* for higher pay and first choice of things like vacation times and which shift they want to work.

Salary

Pay Range: $1.69 to $2.29/hr. (State Average)

Hours

FOLDERS AND TURNERS may work any shift, 40 hrs/wk. Some companies work overtime with extra pay during busy seasons.

More View Jobs To Think About

TITLE	VIEW CARD #
Electrical Appliance Assembler	91
Hand Packager	128
Sports Equipment Assembler	258

State Department of Education
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VITAL INFORMATION for EDUCATION and WORK

Food Assembler

D.O.T. 319.884

FOOD ASSEMBLERS prepare meal trays for schools, hospitals, cafeterias, and airlines.

Gee, the boss says if I do a good job on cherries I might be promoted to nuts.

2

What's It Like To Be A Food Assembler?

D.O.T 319.884

A *FOOD ASSEMBLER* works in a special kind of kitchen called a commissary kitchen. Commissary kitchens prepare food trays for places that serve the same individual meals to many people at once. Airlines use this kind of meal to serve on long flights. Some schools and cafeterias also serve this kind of meal.

Some *FOOD ASSEMBLERS* fill cups or bowls with individual servings of food. The food may be poured or spooned into the cups by hand. Some *ASSEMBLERS* run a machine that squirts the same amount of food such as ice cream into each dish. Some *FOOD ASSEMBLERS* take the hot dishes of food and store them in a heated cart or cabinet. Other foods may be stored in a refrigerator or freezer.

Some of the *FOOD ASSEMBLERS* select the dishes needed to fit each menu and put complete meals on trays. In some kitchens the trays move along a conveyor belt and each *FOOD ASSEMBLER* puts one or two things on each tray. At the end of the conveyor belt some *ASSEMBLERS* remove the full trays and store them in insulated cabinets.

Most of the work is done standing up. Full trays and stacks of dishes can weigh a lot but porters and kitchen helpers usually do the heavy work.

Some parts of the kitchen may be uncomfortably warm or cold. A modern kitchen is a very clean place to work. There is some danger of burns or minor cuts for *ASSEMBLERS* who aren't careful.

If You Want To Be A Food Assembler

- You should like to work with other people.
- You should like the odor of food.
- You should prefer to work indoors.
- You should work well as a member of a team.
- You should not mind doing the same thing over and over again.
- You should be able to work for long periods standing up.

To Prepare Yourself Now...

- You may not need a high school education to do the work, but many employers prefer to hire high school graduates.
- High school vocational courses in food service will help you get a job as a *FOOD ASSEMBLER*.
- You may be able to get a part-time job in a restaurant kitchen while you are still in school.

Special Entry Requirement

- You may have to pass a physical examination to get a "health card" from the County Health Department.

Remember!

- Some employers offer free meals during working hours for all kitchen workers.
- Many employers offer free uniforms and free uniform laundry for *FOOD ASSEMBLERS*.
- Most employers offer paid vacations, holidays, group life and health insurance, and retirement plans.
- Any food service worker may be required to have regular medical examinations.

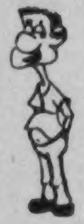
A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 250 *FOOD ASSEMBLERS* during the next five years (1972-76). Experienced *FOOD ASSEMBLERS* may become production line supervisors or checkers.

Salary

Inexperienced *FOOD ASSEMBLERS* usually start at minimum wage.

Information on the pay range for experienced *FOOD ASSEMBLERS* is not available at this time.



Hours

Most *FOOD ASSEMBLERS* work days, 40 hrs/wk.

For More Information Write To:

.Council on Hotel, Restaurant and Institutional Education
1522 K Street, NW
Washington, D. C. 20005

.National Institute for the Food Service Industry
120 S Riverside Plaza
Chicago, Illinois 60606

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Baker	25
Cook & Chef	66
Dietetic Technician	80
Retail Meat Cutter	229

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VITAL INFORMATION for EDUCATION and WORK

Forester

D.O.T. 040.081

FORESTERS study to manage forests for lumber production as well as recreation and wildlife refuges.

*If you don't drink your water,
you'll never grow up to be a forest.*

What's It Like To Be A Fores

Most *FORESTERS* do a lot of their wor
hardly ever do any work in a forest. Wor
If your interest is living and working in
VIEW card titled *FORESTRY AID*.

A *FORESTER* is a scientist. Many new
forests. The problem is to have enough f
lumber now, and in the future. *FORESTERS*
and airplanes to study forests. They may
harvests and replanting programs.

A *FORESTER* must be familiar with man
the study of trees - their differences, w
Forest ecology is the study of how each t
else in the forest. Silviculture is the
like a farmer grows and cares for other c
like these in forestry. Most *FORESTERS* s
they all have to know something about the
specialties.

Most *FORESTERS* work for private comp
panies, and lumber companies all hire *FOR*
such government agencies as the U. S. For
ment, the Soil Conservation Service, or t

If You Want To Be A Forest

.You should like to work with o

.You should like to work outdoo
indoors.

.You should be able to figure o
without a "boss" to tell you.

.You must be very patient, sinc
FORESTER to see the results of

.You should like to study and t

To Prepare Yourself Now...

.You should finish high school with plans to attend a four-year school of forestry at a college or university.

.High school courses that will help you are: the college preparatory courses recommended by your counselor with extra studies in chemistry and biology.

.You may be able to find a summer job as a forestry aide or a fire lookout while you are still in school.

Remember!

.To get a job with a government agency you will have to take a civil service examination.

.Most employers offer paid holidays, vacations, retirement plans, group insurance, and travel allowances for field trips.

.You can get a list of forestry schools from the Society of American Foresters.

.After graduation from college, most *FORESTERS* will work for a short time "in the field" before they are ready to supervise forestry aides or technicians.

A Look Ahead...

The South Carolina Employment Security Commission expects very little demand for foresters in South Carolina during the next 5 years (through 1976). However, the national demand for *FORESTERS* is expected to grow rapidly during the same period. You should write to some of the information sources listed on page 4 to get an idea of where most jobs for *FORESTERS* will be.

Salary

Starting Pay: $8,525/yr

Hours

Most *FORESTERS* work 40 hrs/wk, Monday through Friday.

For More Information Write To:

.Society of American Foresters
1010 16th Street NW
Washington, D. C. 20036

.American Forest Institute
1619 Massachusetts Avenue, NW
Washington, D. C. 20036

.American Forestry Association
1319 18th Street
Washington, D. C. 20036

.U. S. Department of Agriculture
Forest Service
Washington, D. C. 20250

More View Jobs To Think About

TITLE	VIEW CARD #
Fish & Game Warden	106
Fish Hatchery Manager	107
Park Ranger	192

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

FORESTRY AID

D.O.T. 441 384

A *FORESTRY AID* help foresters and rangers take care of our forests and wilderness areas.

Weak Oaks

grow from

little acorns, too.

2

What's It Like To Be A FORESTRY AID

D.O.T 441 384

A *FORESTRY AID* works in the woods. *FORESTRY AIDS*, also called forestry technicians, work to save and improve our forests and wilderness areas. They trim trees and mark mature trees for harvest. They help scientists find new ways to improve the health of trees and protect them from fire and insects. *FORESTRY AIDS* also plan and survey campgrounds and parks, build shelters, and mark trails.

A *FORESTRY AID* may hike and camp for weeks at a time doing survey and sampling work. At other times *FORESTRY AIDS* may spend weeks in a lab or at an experimental planting area. They may help fight forest fires. A *FORESTRY AID* who works in a national forest or park may also have to supervise tourists' camping areas.

Most *FORESTRY AIDS* work for government agencies such as the U. S. Forest Service, the Bureau of Land Management, the Soil Conservation Service, or the National Park Service. Some *FORESTRY AIDS* work for private logging companies.

If You Want To Be A FORESTRY AID

.You should like hiking and camping.

.You should work well as part of a team.

.You should have a strong interest in proper land management and conservation.

.You should be able to follow orders well.

.You should be patient in dealing with inexperienced people.

.You should be able to work without someone around to "check up" on you.

To Prepare Yourself Now...

- .You will need a high school diploma.
- .High School courses that will help you are: English (grammar and spelling), mathematics, mechanical drawing, and biology.
- .You should study forestry at a technical education center or ranger school (1 or 2 year course).
- .You should get a list of ranger schools from the Society of American Foresters.

Remember!

- .To get a job with a government agency you must take a civil service exam and you must be a U. S. citizen.
- .If you do not take forestry courses after high school you cannot start training as a government *FORESTRY AID* until you get two years of related experience such as planting trees or fighting forest fires.
- .Government jobs offer paid vacations and holidays, retirement plans, group insurance, and free training programs.

A Look Ahead...

The urgent need for forest management has created a great demand for well-trained *FORESTRY AIDS*. By taking advantage of government sponsored training programs, a *FORESTRY AID* can become a forester or a ranger or a fish and game preserve manager.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *FORESTRY AIDS* work irregular hours.

For More Information Write To:

.Society of American Foresters
1010 16th Street, NW
Washington, D. C. 20036

.U. S. Department of Agriculture
Forest Service
Washington, D. C. 20250

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Agricultural Aid	4
General Farm Hand	121

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card: Army (Card #16)

State Department of Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

Form Stripper

D.O.T. 869.887

A *FORM STRIPPER* removes the casting forms from finished concrete products.

This could be a depressing experience.

2

What's It Like To Be A Form Stripper?

D.O.T 869.887

A *FORM STRIPPER* works in a concrete plant. They may work indoors or outdoors. When the work is done outdoors in dry weather it can be very dusty.

Many concrete products are made in wooden or metal forms. A *FORM STRIPPER* removes the forms after the concrete has dried. Sometimes the forms are tied together with wire. Sometimes the forms are bolted together. A *FORM STRIPPER* uses wire cutters or wrenches to loosen the forms.

The *FORM STRIPPER* may also have to remove braces from the sides of some forms. A *FORM STRIPPER* may use a claw hammer to pry loose a small brace. *FORM STRIPPERS* often use a tool called a pinch bar to pry loose heavy braces.

After the wires, bolts and braces are loosened, the *FORM STRIPPER* is ready to remove the form. The form may stick very tightly to the dry concrete. Sometimes the form must be pried loose with a crowbar or pinch bar.

Many steel forms are too heavy to lift by hand. The *FORM STRIPPER* may use a chain hoist to lift the form from the concrete.

Sometimes a *FORM STRIPPER* also cleans the used forms. The scraps of concrete are scraped away with a wire brush. The *FORM STRIPPER* then rinses the form with water.

If You Want To Be A Form Stripper

- You should like to work outside.
- You should not mind working inside part of the time.
- You should not mind getting wet or dusty while you work.
- You should not mind working alone sometimes.
- You should follow instructions well.
- You should not mind doing the same thing over and over.
- You should be able to lift about 100 pounds.
- You should be able to carry up to 50 pounds.
- You should like simple work that lets you use your strength.

To Prepare Yourself Now...

- You can probably find a job as a *FORM STRIPPER* without a high school education.
- Physical education courses can help you build stronger muscles.

Remember!

- *FORM STRIPPERS* can be hurt badly if they don't follow safety rules.
- Most employers offer group insurance plans and holidays.
- *FORM STRIPPERS* may be "laid off" if there isn't much work to do.
- You will probably have to buy work gloves pretty often.
- You may have to buy steel-toed boots.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 350 *FORM STRIPPERS* during the next 5 years (through 1976). *FORM STRIPPERS* may be given other jobs to do around a concrete plant, but they don't usually get promoted. Good *FORM STRIPPERS* who have been with the company a long are usually not "laid off" as quickly as a lazy worker or one who hasn't been on the job as long.

Salary

Pay Range: $1.92 to $2.29/hr (State Average)

Hours

Most *FORM STRIPPERS* work days, Monday through Friday, 40 hrs/wk.

For More Information Write To:

Ask your counselor to help you arrange to visit a concrete plant to see how you like the work there.

More View Jobs To Think About

TITLE	VIEW CARD #
Concrete Plant Laborer	62

State Department of Education
Office of Vocational Education
Research Coordinating
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Security Commission

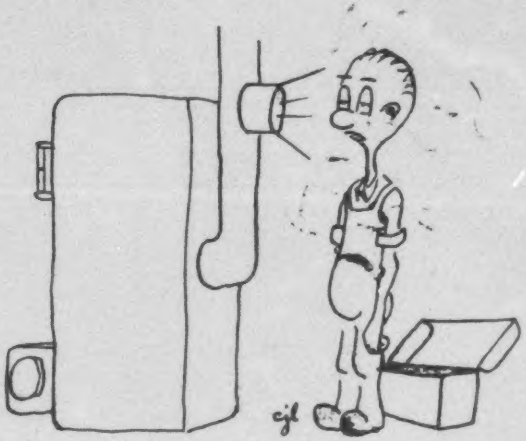
VIEW

VITAL INFORMATION for EDUCATION and WORK

FURNACE INSTALLER

D.O.T. 862 221

A *FURNACE INSTALLER* uses blueprints and service manuals to install, adjust, and repair oil and gas heating equipment for homes and businesses.



...phoomp...

2

What's It Like To Be A FURNACE INSTALLER

D.O.T 862 281

FURNACE INSTALLERS usually work indoors. They may be employed by construction companies or contractors. Some work for businesses that sell heating and air conditioning equipment. Most *FURNACE INSTALLERS* in South Carolina also work on air conditioning systems.

FURNACE INSTALLERS put gas or oil heating equipment in new homes and office buildings. They also repair, clean, and adjust old equipment.

To put in a new unit the *FURNACE INSTALLER* may have to build a concrete foundation for support. It may be necessary to cut holes in walls or floors for ducts. Installers put in fuel pipes and insulate the air ducts. They also connect thermostats and timers.

A *FURNACE INSTALLER* has to know a lot about sheet metal work and plumbing. *FURNACE INSTALLERS* use a lot of hand tools such as: screwdrivers, hammers, drills, crimpers, snips, and pipe threaders. They also use power drills and punches.

For some jobs a *FURNACE INSTALLER* may have to crawl around in a basement or behind heavy equipment. The work can be hot, dirty, and greasy. *FURNACE INSTALLERS* have to be careful to adjust pressures correctly, and not to leave any leaks. They must watch out for hot pipes and sheet metal edges.

If You Want To Be A FURNACE INSTALLER

.You should like to work with hand tools and power tools.

.You should be strong enough to lift and carry about 50 pounds.

.You should not mind working in a basement.

.You should be able to work in cramped positions.

.You should not mind grease and dirt.

.You should be able to work alone.

.You must use mature judgment in making decisions.

To Prepare Yourself Now...

.You should complete your high school education.

.High school courses that will help you are: physics, mathematics, driver education, mechanical drawing, and machine shop.

.You should consider taking courses in heating, air conditioning and refrigeration at a technical education center or an area vocational school.

Remember!

.*FURNACE INSTALLERS* may be laid off during the summer.

.You may be required to have a South Carolina Driver's license.

.Some employers offer paid vacations and holidays, group insurance, and retirement plans.

.In South Carolina a *FURNACE INSTALLER* should also learn something about air conditioning to avoid layoffs from lack of work.

.*FURNACE INSTALLERS* have to buy some of their own tools.

A Look Ahead...

The demand for *FURNACE INSTALLERS* in South Carolina is concentrated in the northwestern area of the state. Increased use of electric heat will decrease the demand for *FURNACE INSTALLERS*. Experienced *FURNACE INSTALLERS* may open their own shops or contracting companies.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

FURNACE INSTALLERS usually work days, 40 hrs/wk.
Overtime is often necessary in fall and winter months.

For More Information Write To:

.National Oil Fuel Institute
Education Department
60 East 42nd Street
New York, New York 10017

.American Gas Association, Inc.
Education Department
1515 Wilson Blvd.
Arlington, Virginia 22209

The best way to become a *FURNACE INSTALLER* is through an apprenticeship. Read the VIEW card titled *AIR CONDITIONING AND REFRIGERATION MECHANIC APPRENTICE*.

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Air Conditioning & Refrigeration Mechanic	5
Plumber	206

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

FURNITURE SALESPERSON

D.O.T. 274 358

A *FURNITURE SALESPERSON* sells beds, tables, chairs, chests, cabinets, pictures, mirrors, lamps, rugs, carpets and sometimes stoves, refrigerators, dishwashers, and other appliances.

$1600.00, but for you. . . . $1599.95

2

What's It Like To Be A Furniture Salesperson

D.O.T 274 358

A *FURNITURE SALESPERSON* may work in the furniture department of a large department store or in a smaller store that sells only furniture. *FURNITURE SALESPERSONS* do most of their business in the evening and on Saturdays when husbands and wives can go shopping together.

A *FURNITURE SALESPERSON* may have to know a lot about interior decorating to advise customers on their selections. They may also have to help customers arrange for time payments on their purchases.

FURNITURE SALESPERSONS have a lot to do besides selling furniture. They may have to arrange and decorate model rooms. They may have to set up delivery schedules for the furniture they sell. *FURNITURE SALESPERSONS* spend a lot of time and energy just moving heavy furniture around, dusting furniture, and unpacking new furniture.

Like any salesperson a *FURNITURE SALESPERSON* has to be pleasant and friendly to all the customers. Even rude people spend more money when a salesman is courteous. *FURNITURE SALESPERSONS* usually have a price range instead of one set price to work with so they have some chance to bargain with hesitant customers.

If You Want To Be A Furniture Salesperson

.You should like to meet and talk with people.

.You should be strong enough to lift up to 50 pounds.

.You should be able to work on your feet all day.

.You should not let your anger show when dealing with rude or unreasonable people.

.You should have good eyesight and hearing (glasses and hearing aids are OK).

.You should have some artistic ability and good color vision.

.You should enjoy helping people make wise shopping decisions.

To Prepare Yourself Now...

- .You will need a high school education to get most salesperson jobs.
- .High school courses that will help you are: English, business mathematics, bookkeeping, and public speaking.
- .Distributive education programs offer excellent preparation.

Remember!

- .Many retail stores offer employee discounts on store merchandise.
- .Some employers offer profit sharing plans.
- .If you take business courses while working you may qualify yourself for a management position.
- .A few employers offer tuition plans and correspondence courses for business education.
- .Some employers offer paid vacations and holidays, retirement plans, and group insurance.

A Look Ahead...

South Carolina businesses hire from 100 to 150 new *FURNITURE SALESPERSONS* every year. Most jobs are in the largest cities and suburban areas. With experience and business courses salespersons may be promoted to buying and management positions.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

FURNITURE SALESPERSONS usually work 40 hrs/wk.

They may work any time between 8:30 a.m. and 10:00 p.m., Monday through Saturday.

For More Information Write To:

.The National Retail Merchants Association
100 W. 31st Street
New York, New York 10001

More View Jobs To Think About

TITLE	VIEW CARD #
Department Store Salesperson	53

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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Security Commission

VITAL INFORMATION for EDUCATION and WORK

FURNITURE UPHOLSTERER

D.O.T. 780 381

A *FURNITURE UPHOLSTERER* makes sofas and chairs comfortable to sit on and pretty to look at.

A
furniture upholsterer
has a
soft job
sewn up.

2

What's It Like To Be A Furniture Upholsterer

D.O.T 780 381

Most *UPHOLSTERERS* work in furniture factories or in furniture repair shops. Some work for department stores. An *UPHOLSTERER* uses hand tools such as hammers, scissors, staplers and pliers. An *UPHOLSTERER* also uses a special tool called a webbing stretcher.

To reupholster a chair or sofa *UPHOLSTERERS* first remove the worn out fabric and padding. They then replace any bent or broken springs. They may also have to replace the webbing which holds the springs. Once the springs are in position *UPHOLSTERERS* pad the springs and cover the padding with burlap. Then they cut the fabric chosen by the customer and stretch the fabric over the padding. The last step is sewing and tacking the fabric in place.

In a small shop one *UPHOLSTERER* might do the whole job alone. In a large shop or a furniture factory an *UPHOLSTERER* may do only one part of the job.

If You Want To Be A Furniture Upholsterer

.You should be strong enough to lift and move heavy furniture.

.You must have strong hands and fingers to pull and stretch fabric into place.

.You must have good color vision.

.You should like doing the same kind of work all the time.

.You should be able to follow instructions well.

.You should be able to work well with other people.

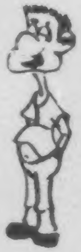
To Prepare Yourself Now...

.A high school diploma will help you get a job.

.High school courses in wood shop, geometry, and sewing will help.

.Some small furniture repair shops hire high school students for part-time work.

.You should take a course in upholstery or furniture refinishing at an area vocational school.



Remember!

.*UPHOLSTERERS* are trained on the job for 3 to 5 years.

.Most *UPHOLSTERERS* work in large cities.

.Some employers offer paid vacations and holidays, health and life insurance, and bonuses.

.*UPHOLSTERERS* who work in department stores may get discounts on things they buy there.

A Look Ahead...

The demand for *UPHOLSTERERS* is expected to remain steady during the next five years. About 100 new *UPHOLSTERERS* will be needed in the state of South Carolina by 1977. Qualified *UPHOLSTERERS* may become shop foreman or may go into business for themselves.

Salary

Pay Range: $2.47 to $2.99/hr. (State Averages)

Hours

Most *UPHOLSTERERS* work days, 40 hrs/wk.

Some *UPHOLSTERERS* work 4 hours overtime on Saturday.

For More Information Write To:

.Ask your counselor to help you arrange a visit to an *UPHOLSTERY SHOP* in your area.

More View Jobs To Think About

TITLE	VIEW CARD #
Alteration Tailor	7
Seamstress	169

State Department of Education
Office of Vocational Education
Research Coordinating
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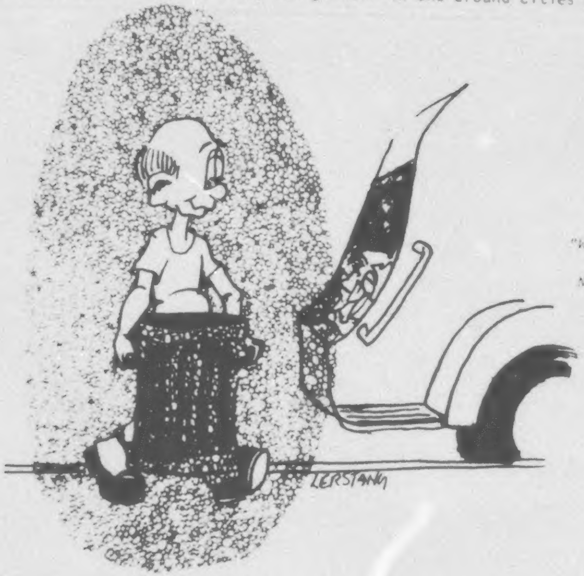
VIEW

VITAL INFORMATION for EDUCATION and WORK

GARBAGE COLLECTOR

D.O.T. 909 887

GARBAGE COLLECTORS work for city sanitation departments of private garbage collection companies. They always work in and around cities and towns.



"We met in garbazh."

Now, that's classy!

2

What's It Like To Be A Garbage Collector

D.O.T 909 887

GARBAGE COLLECTORS work outside in all kinds of weather. They usually start work very early in the morning. They work until they finish the work scheduled for the day. GARBAGE COLLECTORS usually finish a day's work early in the afternoon. Bad weather sometimes makes the job take longer. GARBAGE COLLECTORS may go to a different part of the city each day of the week, but they usually go back to the same places on the same day every week.

GARBAGE COLLECTORS have to be strong. They lift many heavy cans of garbage to dump them into the truck. Some cans may weigh 100 pounds and even the small cans feel heavy by the end of the day. In some parts of a city rats may get into the garbage cans. A GARBAGE COLLECTOR may have to bang the cans around early in the morning to scare the rats away.

GARBAGE COLLECTORS walk more than they ride. The truck usually moves slowly down the street while the GARBAGE COLLECTORS walk from house to house emptying the cans. After the truck is full the GARBAGE COLLECTORS climb on and ride to the city dump where the truck is emptied.

If You Want To Be A Garbage Collector

.You should like to work outside.

.You should not mind bad smells.

.You must be strong and should enjoy work that lets you use your muscles.

.You should not be afraid of rats or bugs.

.You should be able to work as part of a team.

.You should like doing the same work over and over.

To Prepare Yourself Now...

.You don't always need a high school education to get a job as a *GARBAGE COLLECTOR*, but it will help you get promoted later on.

.Physical education will help make you strong enough to do the work.

.You have to read well enough to understand your work schedule.

.You should learn basic mathematics so you will know if you aren't paid right.

Remember!

.You may not be able to get a job as a *GARBAGE COLLECTOR* until you are at least 18 years old.

.You may have to buy your own work clothes, gloves, and boots.

.Some companies offer paid vacations and holidays for *GARBAGE COLLECTORS*.

.Some companies pay part of the cost of life and health insurance.

A Look Ahead...

As cities and suburbs grow in South Carolina the demand for *GARBAGE COLLECTORS* will steadily increase. The work and the pay is steady all year round. A *GARBAGE COLLECTOR* may be promoted to truck driver. A *GARBAGE COLLECTOR* who saves enough money to buy a truck may start his own garbage collection business.

Salary

Average Pay: $2.25/hr

Hours

Most *GARBAGE COLLECTORS* work days, 40 hrs/wk.

For More Information Write To:

.Ask your counselor to help you contact your local department of sanitation.

.Look in the yellow pages of the telephone book under *GARBAGE COLLECTION*. The companies listed there may be able to answer your questions.

More View Jobs To Think About

TITLE	VIEW CARD #
Street Cleaner	186
Transportation Cleaner	197

State Department of Education
Office of Vocational Education
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Security Commission

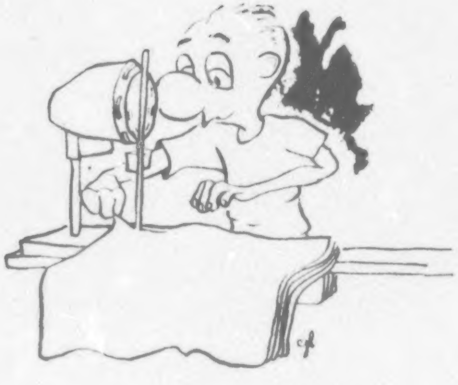
VIEW

VITAL INFORMATION for EDUCATION and WORK

GARMENT CUTTER

D.O.T. 781 884

A GARMENT CUTTER follows pattern lines to cut parts of clothing from stacks of cloth. The GARMENT CUTTER uses a large electric knife to cut the fabric.



Garments aren't garments when a GARMENT CUTTER cuts them.

2

What's It Like To Be A GARMENT CUTTER

D.O.T 781 884

A *GARMENT CUTTER* works indoors in the cutting room of an apparel factory. A spreader lays out stacks of cloth on the cutting board. A marker traces the patterns on paper or on the top layer on fabric. The *GARMENT CUTTER* then guides an electric cutting knife which cuts through the entire stack of fabric. Sometimes the *GARMENT CUTTER* also marks the pattern.

The electric cutting knife rests on a large base plate that slides under the fabric. The knife is a lot like a large jigsaw. The stack of cloth may be as much as 9 inches high. A *CUTTER* must be very careful not to let some layers slip or stretch during the cutting.

There may be a lot of dust and lint in a cutting room. A *GARMENT CUTTER* has to work quickly and accurately. *GARMENT CUTTERS* must be careful not to cut themselves with their equipment. A *GARMENT CUTTER* is just one member of a team of workers who complete an article of clothing. If one worker on the team is slow or does a poor job it causes trouble for everyone else.

If You Want To Be A GARMENT CUTTER

.You should like to work indoors.

.You should be able to work standing up for long periods.

.You should not be allergic to the dust or lint from fabrics.

.You should like to work with power tools.

.You should be able to work accurately even when you are rushed.

.You should be able to work well as a member of a team.

.You should be able to follow instructions well.

.You should have good color vision.

.You should have good eyesight (glasses are OK).

.You must have steady hands.

To Prepare Yourself Now...

.It will be easier to get a job as a *GARMENT CUTTER* if you finish high school.

.High school courses that will help you are: English (grammar and spelling), basic mathematics, and machine shop.

Remember!

.Most *GARMENT CUTTERS* work as shipping room helpers for the first 1 to 2 years.

.Most apparel industry workers are paid according to the amount of work they can do in an hour or a day.

.Some employers offer paid vacations and holidays, group insurance, and retirement plans.

.Most *GARMENT CUTTERS* are men.

A Look Ahead...

There is a steady demand for qualified *GARMENT CUTTERS* in most areas of South Carolina. Most jobs are found near the larger cities. *GARMENT CUTTERS* may be promoted to supervisory positions or to specialized cutting jobs. The best way to get a promotion is by taking night classes in apparel manufacturing.

Salary

Pay Range: $2.58 to $3.14/hr. (State Averages)

Hours

Most *GARMENT CUTTERS* work days, 35 to 40 hrs/wk. There may be overtime when styles are changed.

For More Information Write To:

.U. S. Department of Labor
Bureau of Labor Statistics
Washington, D. C. 20212

More VIEW Jobs To Think About

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card: Army (Card #16)

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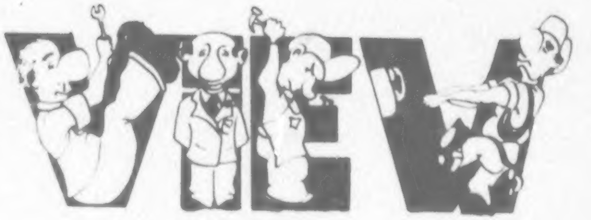
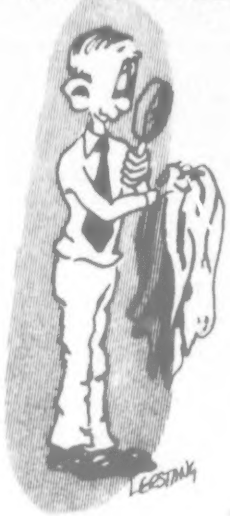


VITAL INFORMATION for EDUCATION and WORK

GARMENT INSPECTOR

D.O.T. 789.687

A *GARMENT INSPECTOR* makes sure the fabric and tailoring of clothing are not defective or that defects are corrected before the clothing leaves the factory.



I say, Watson, what's
this nasty bit of burlap
doing in my raw silk?

2

What's It Like To Be A Garment Inspector

D.O.T 789.687

A *GARMENT INSPECTOR* works indoors. *GARMENT INSPECTORS* work for clothing manufacturers. They may work in large rooms with sewing machine operators, garment cutters, and pressers. The factory is usually well ventilated and well lighted. There may be a lot of noise from machinery and dust or lint from the fabric.

GARMENT INSPECTORS examine complete garments to see that the material has nothing wrong with it. They also check to see that the garment is put together correctly.

The *GARMENT INSPECTOR* usually spreads the garment out on a table or hangs the garment on a special form. The *INSPECTOR* looks for runs, holes, stains, or mismatched colors in the fabric. The *INSPECTOR* also looks for loose stitches, puckered seams, or twisted sleeves.

When an *INSPECTOR* finds a defect, it must be marked. *INSPECTORS* may use chalk, thread, tags, or pins to mark the defects.

Sometimes *INSPECTORS* make minor corrections themselves. They may trim off loose thread ends or extra material using scissors or a trimming machine.

If You Want To Be A Garment Inspector

- You should notice small details easily.
- You should not mind doing the same thing over and over.
- You should have good eyesight (glasses are OK).
- You should be able to handle small items like chalk, pins, and thread.
- You should like to work indoors.
- You should be able to work accurately even when you are in a hurry.
- You should like to work with other people.
- You must have good color vision.

To Prepare Yourself Now...

.A high school diploma will help you get a job as a *GARMENT INSPECTOR.*

.High school vocational courses in tailoring or industrial sewing will prepare you for the job.

Remember!

.You must be at least 18 years old to begin training as a *GARMENT INSPECTOR.*

.On-the-job training lasts 2 to 3 months.

.There may be short layoffs during slow seasons.

.Some employers offer paid vacations and holidays, group insurance, and retirement plans.

A Look Ahead...

South Carolina clothing manufacturers need nearly 100 new *GARMENT INSPECTORS* every year. The jobs are fairly evenly distributed throughout the state, although the greatest demand is in the northeast area at this time. Experienced *GARMENT INSPECTORS* may be promoted to supervisory positions. Some *GARMENT INSPECTORS* become garment cutters or tailors.

Salary

Pay Range: $1.74 to $2.24/hr. (State Averages)

Hours

Most *GARMENT INSPECTORS* work 40 hrs/wk.
GARMENT INSPECTORS may work any shift.
There may be some overtime in rush seasons.

For More Information Write To:

.U. S. Department of Labor
Bureau of Labor Statistics
Washington, D. C. 20212

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Quality Technician	221
Tool Inspector	281

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card: Army (Card #16)

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

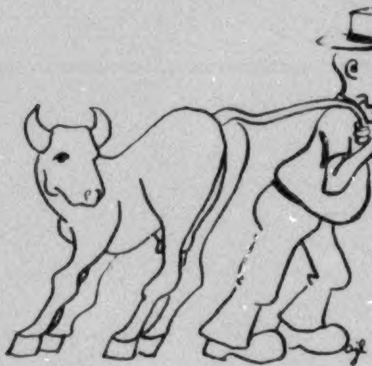
VIEW

VITAL INFORMATION for EDUCATION and WORK

GENERAL FARM HAND

D.O.T. 421 883

A *FARM HAND* may drive a tractor, mend a fence, clean a barn, stack hay, water horses or slaughter pigs.



Some farm hands have a lot of pull with milk producers.

2

What's It Like To Be A GENERAL FARM HAND

D.O.T 421 883

Most of a *FARM HAND'S* work is done outside. A *FARM HAND* may drive farm machinery such as tractor, a harvester, or a truck. He may plow the soil, spread fertilizer, and plant crops. A *FARM HAND* may cultivate and harvest the crops. He may have to spray insecticides and repair irrigation systems. A *FARM HAND* keeps the farm's buildings and fences repaired. He also tends poultry and livestock, keeping them healthy and well-fed. On many days a *FARM HAND* has to see for himself what needs to be done. The farmer may not always have time to tell the *FARM HAND* what to do next.

On some jobs like plowing or cleaning a stable a *FARM HAND* works by himself. Other jobs like fence mending or pitching hay are easier with good teamwork. A year-round *FARM HAND* may have to supervise temporary help during planting or harvesting.

If You Want To Be A GENERAL FARM HAND

.You should like to work outdoors.

.You should prefer to do many different jobs every day.

.You should like to work with animals.

.You should like to work with your hands.

.You must be able to take orders and to give orders.

.You must be able to work well either by yourself or as a member of a team.

.You should be able to work with hand tools, power tools and heavy machinery.

.You should be strong enough to lift as much as 100 pounds.

.You should be able to stand working for long hours, sometimes from sun-up to sundown.

To Prepare Yourself Now...

- .You don't need a high school education to get the work, but the free vocational training will help you become a better *FARM HAND*.
- .Helpful courses are arithmetic, machine shop, physical education and driver education.
- .An agriculture course at an area vocational school would give you excellent preparation for quicker promotions.
- .You may be able to find a part-time or a temporary job as a *FARM HAND* while you are still in school.

Remember!

- .A *FARM HAND* may receive some free produce and meat.
- .A *FARM HAND* may get room and board in addition to his wages.

A Look Ahead...

The demand for *FARM HANDS* is expected to remain steady during the next five years in agricultural areas of South Carolina. The greatest demand will be for persons with vocational school training or previous farming experience. *FARM HANDS* may become foremen, tenants or self-employed farmers. Some become farm equipment operators.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Anytime day or night that the work needs to be done. (Usually one day off each week.)

For More Information Write To:

.U. S. Department of Agriculture
Washington, D. C. 20250

More View Jobs To Think About

TITLE	VIEW CARD #
Agricultural Aid	3
Forestry Aid	81

State Department of Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

GENERAL SECRETARY

D.O.T. 201.368

A *SECRETARY* helps a businessman keep his office work going smoothly. She tries to keep the boss's customers happy and reminds him of his daily schedules.

A secretary is paid to be a busybody.

2

What's It Like To Be A SECRETARY

D.O.T 201.368

A *SECRETARY* works in a business office. Most modern business offices are clean, comfortable places to work. Many offices have air-conditioning and carpeted floors. Most secretarial jobs are in cities.

A *SECRETARY* is usually expected to take shorthand. A *SECRETARY* must also be a good typist. Many *SECRETARIES* perform many of the duties of a file clerk or a receptionist, especially in a small office. They open and sort business mail and receive telephone calls. A *SECRETARY* helps her boss run the office. She may schedule other employees' working hours and days off.

A *SECRETARY* is responsible for scheduling the employer's appointments and interviews. The *SECRETARY* must learn to do as much of the office's routine work as possible to leave her employer's time free for other work. Some *SECRETARIES* travel with their employers to conventions and business conferences all over the world.

If You Want To Be A SECRETARY

- You should be able to work well with other people.
- You must be pleasant to talk to and you should be able to say "no" in a nice way.
- You must have a good memory and you must be able to keep quiet about confidential matters.
- You should be able to set your own working pace to match demands of the job.
- You should not mind sitting at a desk for most of the day.
- You should be able to give instructions and take instructions well.

To Prepare Yourself Now...

- .You will need a high school education to train for the job.
- .To start out in a *SECRETARIAL* position you may need on-the-job experience as well as formal training beyond high school.
- .Good high school courses to take are: typing, shorthand, business machines, basic mathematics, and English (spelling and grammar).
- .A *SECRETARIAL* course at an area vocational school or a technical education center may help you start out in a high paying job.

Remember!

- .Many large companies give tests to select *SECRETARIES*.
- .Most *SECRETARIES* start out as typists or clerks.
- .You may have to pass a physical examination to get a job as a *SECRETARY*.
- .You must be over 18 years old to be hired as a *SECRETARY*.
- .Most employers offer paid vacations and holidays, life and health insurance, sick leave, and retirement plans.

A Look Ahead...

The demand for *SECRETARIES* is expected to remain very high throughout South Carolina during the next five years. In addition to personnel demand created by business growth there is a great demand created by loss of *SECRETARIES* to marriage and pregnancy. With more training a *GENERAL SECRETARY* may become a *LEGAL* or *MEDICAL SECRETARY* or an *ENGINEERING SECRETARY*. Many *SECRETARIES* are promoted to supervisory positions.

Salary

Starting Pay Range: $1.60 to $3.07/hr.

Hours

Most *SECRETARIES* work days, 35 to 40 hrs/wk.

For More Information Write To:

.National Secretaries Association
2440 Pershing Road
Suite G 10
Crown Center
Kansas City, Missouri 64108

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Legal Secretary	107
Secretary, Medical	237
Stenographer	259

State Department of Education
Office of Vocational Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

Geologist

D.O.T. 024.081

GEOLOGISTS study the earth and other bodies in the solar system.

Watch who you're picking on, buster.

My big brother is a landslide.

2

What's It Like To Be A Geologist

D.O.T 024 081

GEOLOGISTS are earth scientists. They study the structure and composition of the earth. Some spend part of their time in laboratories and part outdoors. Many work outside all year round in almost any kind of weather.

There are many specialties in geology. Engineering geologist study locations for buildings, dams, highways and other construction. Petroleum geologists explore for oil and natural gas deposits. Mineralogists study the chemical and physical structure of minerals. They make reports and maps of where certain minerals are found. They study ways to indentify and use various minerals. Ground-water geologists study underground reserves. They study the movement and rate of replacement of ground water. Marine geologists study the ocean floor. Astrogeologists study meteorites, the moon, and other bodies in the solar system. Other GEOLOGISTS specialize in the study of fossils, volcanos, seashores, glaciers, mines, aerial photography, and mathematical or computer geography.

GEOLOGISTS use a wide variety of hand tools, machines, and laboratory equipment. They may get rock samples with a small hammer, dynamite, an oil drill, or even a lunar landing craft. They may examine samples by eye, with a hand lens, or an electron microscope. Some of their equipment is very specialized. A transit magnetometer measures local variations in the earth's magnetic field. Seismographs measure underground conduction of vibrations.

Field work requires a good health, strong legs, and some skill in camping. Mountain climbing and wilderness survival techniques are also valuable skills for many GEOLOGISTS.

All GEOLOGISTS spend a lot of time writing reports. They also spend much time reading other GEOLOGISTS' reports. Much more time is used to examine, test, and classify samples than to collect the samples. Taking measurements is only a small part of geologic mapping.

If You Want To Be A Geologist

.You should enjoy hiking and camping (backpacking).
.You should like to travel.
.You should be physically fit and well-coordinated.
.You should work well as member of a team.
.You should be interested in nature and science.
.You should have patience and the ability to stay with a difficult job until it is finished.
.You should be able to work accurately in uncomfortable conditions.
.You should notice details.
.You should write well and should be good at explaining your work to others.
.You should be willing to spend many years studying in school and afterward.

To Prepare Yourself Now...

.You should finish high school with plans to attend a college or university.

.High school courses that will help you are: English, mathematics, physics, chemistry, biology, mechanical and freehand drawing, a foreign language, and any courses recommended by your guidance counselor to prepare you for entrance to a college or university.

.A Bachelor's degree in geology (4 years of college) will probably not be enough to get a professional job as a *GEOLOGIST*. Most employers require at least a Master's degree (2 more years of college) and many prefer the Ph.D. (advanced, original work in geology).

Remember!

.Reading ability in a foreign language is required for an advanced degree in geology.

.Over 60% of all *GEOLOGISTS* in the United States are employed by oil companies and mining companies.

.About 2/3 of the jobs are located west of the Mississippi.

.Many *GEOLOGISTS* work for the Federal Government.

.Women *GEOLOGISTS* (a small percentage) are mostly involved in laboratory work, writing, and teaching.

.Most employers offer paid vacations and holidays, group insurance, sick leave, and retirement plans.

.Many *GEOLOGISTS* spend much of their time hiking and camping in all kinds of wilderness areas, others spend much time at sea.

A Look Ahead...

Employment opportunities for *GEOLOGISTS* with only a bachelor's degree are poor. Even with advanced degrees, most *GEOLOGISTS* start work as field or laboratory assistance. Promotions usually come rapidly with experience and proven ability. The current demand for research and development in natural resources has increased the national demand for *GEOLOGISTS*. Locally the demand is very low, however. The South Carolina Employment Security Commission expects a need for only one additional *GEOLOGIST* in South Carolina during the next four years.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

GEOLOGISTS in laboratories may work 40 hrs/wk. or more.

On field expeditions *GEOLOGISTS* often work whenever daylight and weather conditions permit.

Many night hours may be spent writing or studying.

For More Information Write To:

.American Geological Institute
2201 M Street, NW
Washington, D. C. 20037

Your school library may have several books on geology. Many have been written on nearly every specialty in the field of geology.

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VIEW

VITAL INFORMATION for EDUCATION and WORK

Golf Course Superintendant

D.O.T. 407.138

GOLF COURSE SUPERINTENDANTS make sure the greens are green, fairways fair, sandtraps sandy, and the roughs just rough enough.

Hmmm....maybe the "rough" is getting a little deep. That's the second golfer I've lost this week!

2

What's It Like To Be A Golf Course Superintendant? D.O.T 407.138

A *GOLF COURSE SUPERINTENDANT* does most of his work outside. The superintendant is in charge of work crews that take care of the golf course. The superintendant may also help to enforce the rules of the golf course.

A *GOLF COURSE SUPERINTENDANT* must be an expert at growing and caring for grass. The superintendant must be able to choose the best grass for the putting greens and for the fairways. Sometimes, several kinds of grass must be mixed to stand up to heavy traffic in all kinds of weather. The superintendant has to know when to use fertilizer and how much to use. He also has to know what kind of fertilizer to use on each type of grass.

A good superintendant knows how to use many kinds of landscaping equipment. The superintendant usually will not run the equipment himself. He may have to show his work crew how to use anything from a hedge clipper to a gang plow.

A *GOLF COURSE SUPERINTENDANT* must do a lot of office work, too. He must plan work schedules, hire new employees, and decide which workers deserve raises.

The superintendant may also have a lot of contact with golfers. Golfers can be very hard to please. If the course is in bad shape, they will play somewhere else. If maintenance crews get in their way, those golfers will play somewhere else, too. A course that is in good condition attracts a lot of golfers. But, a course that has a lot of golfers may be hard to keep in good condition. The *GOLF COURSE SUPERINTENDANT* who does a good job in spite of the problems can make a lot of money and friends, too.

If You Want To Be A Golf Course Superintendant

- You should like to work outside.
- You should be strong and healthy enough to work outside in all kinds of weather.
- You should like to work with other people.
- You should be able to give instructions so they are easy to follow.
- You should have a lot of patience.
- You should be willing to spend a couple of years using your muscles and taking orders while you learn enough to use your brains and give the orders.
- You should not mind doing some office work such as writing reports, planning work schedules, and balancing budgets.

To Prepare Yourself Now...

- You will need a high school education.
- High school courses that will help you are: English, business mathematics, chemistry, biology, and economics.
- You should take courses in turf maintenance or horticulture at an Area Vocational Center while you are still in high school.
- You may be able to study golf course management at a Technical Education Center.
- A summer job with a golf course maintenance crew is very good experience.

Remember!

- Many *GOLF COURSE SUPERINTENDANTS* start work as laborers and work their way up through maintenance foreman to superintendant.
- The more training and experience you have, the faster you will rise to the position of superintendant.
- Even a busy superintendant can usually find time for a free round of golf.
- A *GOLF COURSE SUPERINTENDANT* can get some real bargains on golf equipment.
- Most employers offer profit sharing, paid vacations, group insurance, and retirement plans.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 950 groundskeepers during the next five years (through 1976). This is a common starting job for future *GOLF COURSE SUPERINTENDANTS*. In addition, there should be a demand for about 700 professional recreation workers during the same period. Other management positions open to qualified turfgrass management technicians are: landscape foreman, park superintendant, and estimator. There are also opportunities to start your own business as a landscape contractor, commercial sod grower, or turfgrass consultant.

Salary

Starting Pay Range: $4.81 to $7.21/hr

Hours

Most *GOLF COURSE SUPERINTENDANTS* average about 40 hours a week. They may work extra hours in busy seasons. They may work some weekends but most of the maintenance work is done on weekdays when there aren't as many golfers on the course.

For More Information:

- Visit local golf courses and talk to the superintendants and managers.

Write To:

National Parks Association
1701 18th Street N.W.
Washington, D.C.

More View Jobs To Think About

TITLE	VIEW CARD #
Landscape Gardener	144

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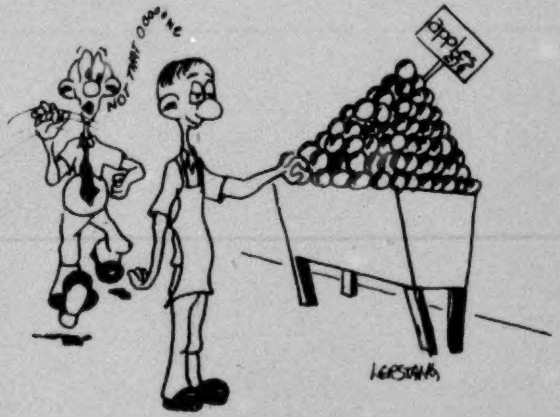
VIEW

VITAL INFORMATION for EDUCATION and WORK

Grocery Clerk

D.O.T. 290.877

GROCERY CLERKS keep food stores neat, clean and well-stocked to make grocery shopping easy and pleasant.



2

What's It Like To Be A Grocery Clerk?

D.O.T 290.877

A *GROCERY CLERK* works in a food store. Most of the work is done indoors. *GROCERY CLERKS* do many kinds of work in a food store. They usually have to unload a truck full of groceries once or twice a week. They check shipments of food to be sure it is all fresh and not damaged. *GROCERY CLERKS* mark prices on packages. They stack boxes, cans and jars on shelves. They fill bins or stalls with fresh fruit and vegetables. Sometimes *GROCERY CLERKS* work as cashiers or box boys when the store is busy.

GROCERY CLERKS also do the same kind of work a janitor (custodian) does. They may sweep, mop, and wax the floors. They may also wash windows and scrub shelves.

A *GROCERY CLERK* may have to work very quickly when the store is busy. Many customers ask *GROCERY CLERKS* where to find things. A *GROCERY CLERK* must try to be helpful and pleasan even when he is very busy. *GROCERY CLERKS* must also try to stay neat and clean so the customers won't mind them handling the food.

A food store is usually a comfortable place to work. It can't be too warm or the food will spoil. Of course, work in the freezer or meat locker is not so pleasant. Unloading a truck on the receiving dock is almost like working outside.

If You Want To Be A Grocery Clerk

- You should have a good memory.
- You should like doing a lot of different little jobs every day.
- You should like to work with other people.
- You should be a neat worker.
- You only need to be able to lift and carry about 25 pounds, but you should be strong enough to do a lot of bending and lifting all day.
- You should not mind doing a little outside work.

3

To Prepare Yourself Now...

- You can probably get a job as a *GROCERY CLERK* without a high school diploma.
- It will be much easier to get some promotions with a high school diploma.
- High school courses that can help you are: mathematics and typing.
- You may be able to get experience working in a food store while you in high school through Diversified Occupations courses at an Area Vocational Center.

Remember!

- Many *GROCERY CLERKS* start out as box boys. You should also read the VIEW script titled Box Boy.
- Many food stores offer employee discounts on most groceries.
- Most employers provide aprons for *GROCERY CLERKS*.
- Most employers offer paid vacations, holidays, group insurance, and profit sharing plans.
- Many food store managers start out as clerks, stock boys, or box boys.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 1000 *GROCERY CLERKS* during the next five years (through 1976). Outstanding *GROCERY CLERKS* are often promoted to supervisory positions. By taking night school or correspondence school business courses, a *GROCERY CLERK* can possibly work all the way up to store manager in a few years. Some food store chains require an employee to change stores for each promotion.

4

Salary

Average Starting Pay: $1.80/hr

Hours

Most *GROCERY CLERKS* work from 37 1/2 to 40 hrs/wk. Most *GROCERY CLERKS* work on Saturdays and take a day off during the week.

GROCERY CLERKS often work afternoons and evenings.

For More Information Write To:

.National Association of Retail Grocers of the
United States, Inc.
Suite 620, 2000 Spring Road
Oak Brook, Illinois 60521

.Super Market Institute, Inc.
200 East Ontario Street
Chicago, Illinois 60611

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Postal Clerk	21[illegible]
Shipping & Receiving Clerk	248
Stock Clerk	262

2

State Department of Education
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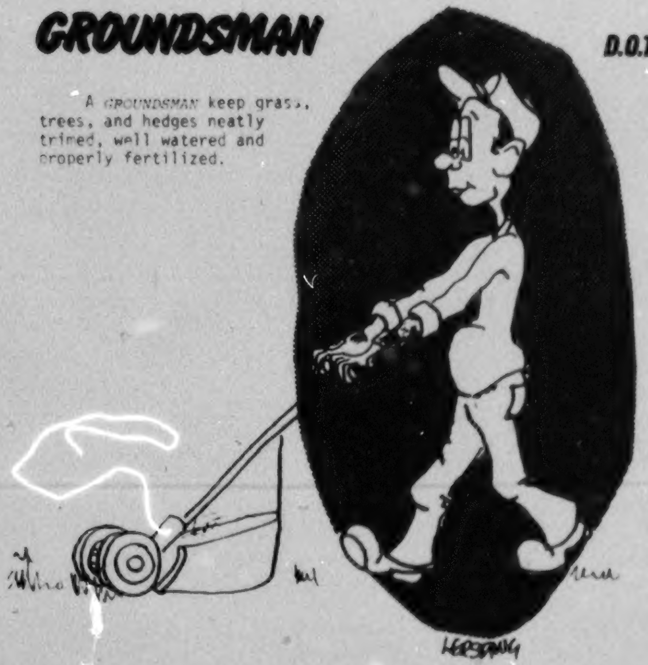
VITAL INFORMATION for EDUCATION and WORK

GROUNDSMAN

D.O.T. 407.884

A *GROUNDSMAN* keep grass, trees, and hedges neatly trimed, well watered and properly fertilized.



A *GROUNDSMAN* is a lawn tamer.

What's It Like To Be A GROUNDSMAN?

D.O.T 407.884

GROUNDSMEN work outside. They take care of lawns, trees and shrubbery. They usually follow the instructions of a senior *GROUNDSMAN* or a gardener.

GROUNDSMEN may work for private businesses such as golf courses and country clubs. They are also employed by city parks, hospitals and public offices.

GROUNDSMEN mow grass, clip hedges and prune trees. They also water lawns, fertilize grass and other plants and spray bug poisons. A *GROUNDSMAN* may sweep sidewalks and plant flowers. In the winter a *GROUNDSMAN* may shovel snow.

GROUNDSMEN may have to operate such machinery as lawn mowers, tillers, or small tractors. They use many hand tools such as clippers, edgers, and spades. *GROUNDSMEN* often drive small trucks to haul seed, shrubs and fertilizer.

Like any gardener *GROUNDSMEN* must handle tools properly to avoid cuts and bruises. They must also be careful to follow instructions when working with bug poisons.

If You Want To Be A GROUNDSMAN

- .You should like to work outside.
- .You should have an appreciation of natural beauty.
- .You should have a lot of patience.
- .You should be able to follow instructions well.
- .You must be strong enough to lift sacks of seed and fertilizer that may weigh 50 pounds or more.
- .You should have good color vision.
- .You should like work that gives you a lot of physical exercise.

To Prepare Yourself Now...

.You will need about an 8th grade education to be a *GROUNDSMAN*, BUT you will probably make more money and get better promotions if you have a high school diploma.

.You must be able to read and write English.

.Any vocational course in agriculture or horticulture will make you a better *GROUNDSMAN*.

Remember!

.*GROUNDSMEN* learn their jobs through on-the-job training.

.You will need a driver's license.

.You may have to take a civil service test to get a job on government property.

.Some employers offer paid vacations, disability insurance and sick leave.

A Look Ahead...

The demand for *GROUNDSMEN* is expected to increase steadily in South Carolina during the next five years. *GROUNDSMEN* in civil service jobs get regular pay raises. Qualified *GROUNDSMEN* may earn promotions to supervisory positions. A few *GROUNDSMEN* go into business for themselves.

Salary

Starting Pay Range: $2.00 to $2.24/hr.

Hours

Most *GROUNDSMEN* work days, 40 hrs/wk.
Some *GROUNDSMEN* work on Saturday.

For More Information Write To:

.National Recreation and Park Association
1700 N. Pennsylvania Avenue N.W.
Washington, D. C. 20006

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Sexton	245
Yard Laborer - (Paper Mill)	299

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16)

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VIEW

Vital Information for Education and Work

Gunsmith

D.O.T. 632.281

GUNSMITHS build and repair firearms.

I know there's a bullet in there somewhere.

2

What's It Like To Be A Gunsmith

D.O.T 632 281

GUNSMITHS build and repair rifles, shotguns, and pistols. They usually work in a small shop alone or with only one or two other people. Many *GUNSMITHS* work part-time in shops attached to their own homes. A few work in sporting goods stores or gun factories.

One job done by *GUNSMITHS* is called "bluing". "Bluing" is a chemical treatment of the metal parts of a gun to darken them and make them rust resistant. Before "bluing", the gun must be completely taken apart. All the metal parts are polished. After "bluing", the gun is put back together and tested.

GUNSMITHS make many kinds of repairs. Some of the guns they repair may be antiques. If no replacement parts are available the *GUNSMITH* may make new ones. Some repairs or adjustments are made to improve accuracy. Sights may be aligned or new sights fitted. Fiberglass fillers may be used to improve the fit of the barrel in the stock. Other work makes the gun more comfortable to fire. Recoil pads may be added to the stock. Handgrips may be made less slippery by "checkering". "Checkering" is done by cutting a pattern of small diamond shapes into the wooden stock. Some expert *GUNSMITHS* make custom-made guns for customers. They bore the barrel, carve the stock, and fit them to a factory-made action (trigger assembly). After any work is finished the *GUNSMITH* must test the gun to be sure it operates properly.

GUNSMITHS use many kinds of hand tools. They use screwdrivers, and wood cutting tools. They use small mallets and files. They also use machine tools such as grinders, drill presses, lathes, planes, and millers. Much of a *GUNSMITH'S* work is done standing up. Some is done seated at a work bench.

If You Want To Be A Gunsmith

.You should have a lot of patience.

.You should like very detailed work.

.You should work well with your hands.

.You should like to work with machinery.

.You should have a strong interest in guns and should shoot accurately.

.You should take pride in doing a good job.

.You should be willing to accept the responsibility of doing work that can be very dangerous to yourself and other people if not done properly.

.You should like to meet and talk with people (customers).

.You should not mind working alone.

To Prepare Yourself Now...

.You should finish high school.

.High school courses that will help you are: business math, bookkeeping, machine shop, woodworking, physics, and chemistry.

.There are several ways to enter the gunsmith trade. An excellent way is to graduate from an accredited gunsmithing school (hard to find, one address is on page 4). Another way is to study tool and die making at a Technical Education Center and learn on-the-job with an experienced *GUNSMITH*. Some people learn entirely from an experienced *GUNSMITH*. The hardest (and riskiest) way is to buy gunsmithing manuals and learn on your own with your own guns.

.Military services offer excellent training in gunsmithing. They do prefer to train people who have had some previous training in machining or tool and die making.

Special Entry Requirements

.You cannot work on other people's guns without a Federal Firearms License. A license to practice gunsmithing does not permit sale of firearms.

Remember!

.A *GUNSMITH* must be a good businessman to make a living from a gunshop. Careful record keeping is important.

.*GUNSMITHS* must know as much as the manufacturers about many kinds of guns, old and new.

.It takes a lot of reading to keep up with changes in guns and gun regulations.

.Gunsmithing is precision work. Poor work can ruin a good gun and may be dangerous, too.

A Look Ahead...

GUNSMITHS depend on a good reputation to attract business. Good ones with satisfied customers usually have more work than they can comfortably handle. There is a steady demand for experienced *GUNSMITHS* but beginners will find it best to work as assistants to established *GUNSMITHS*. *GUNSMITH* shops fail more often from poor business practices than from a lack of gunsmithing skill.

Salary

GUNSMITHS must keep careful business records to make sure their changes and the amount of business are great enough to make a living after subtracting costs of taxes, operating expenses, insurance, and tool replacement. Common incomes range from nothing up to about $10,000 per year.

Hours

GUNSMITHS usually set their own hours.
Those who work for someone else may work days or evenings, 40 hrs/wk.
Just before or duing hunting season, much overtime work at night or on weekends may be necessary.
Many *GUNSMITHS* work part-time.

For More Information Write To:

.National Rifle Association of America
1600 Rhode Island Avenue, NW
Washington, D. C. 20036

For course descriptions and school catalogue:

.Pennsylvania Gunsmith School
812 Ohio River Blvd.
Avalon, Pennsylvania 15202

.Pennsylvania Gunsmith School
812 Ohio River Blvd.
Pittsburgh, Pennsylvania 15202

More VIEW Jobs To Think About

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

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The South Carolina Employment
Security Commission

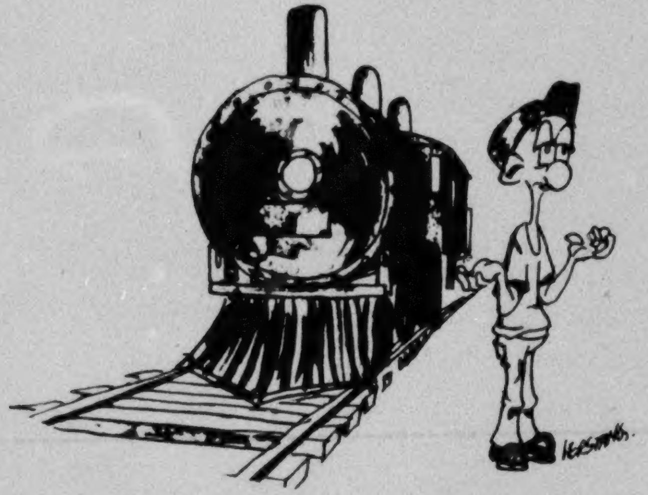
VIEW

VITAL INFORMATION for EDUCATION and WORK

Hand Packager

D.O.T. 920.887

HAND PACKAGERS wrap products for shipment, sale, or storage.



It keeps breaking through the bottom of the bag.

2

What's It Like To Be A Hand Packager?

D.O.T 920.887

HAND PACKAGERS work indoors. They may work for any business that needs a product wrapped. A HAND PACKAGER may be a candy packer or a candle wrapper. There are sausage packers, mattress packers, and sponge packers. Carton staplers, container fillers, and coil strappers are also HAND PACKAGERS.

The work a HAND PACKAGER does depends on the type of company the packager works for. The work also depends on many other things such as the size of the company. In a very large company with many PACKAGERS, each PACKAGER may do one simple job over and over. In a company with very few PACKAGERS, each PACKAGER may have many jobs.

PACKAGERS do any work necessary to wrap a product. Some just clean out boxes and crates. Others may put boxes together with glue or nails. Some put products into packages; others close the packages. A HAND PACKAGER may sort completed packages. PACKAGERS also label packages.

Some of the places where HAND PACKAGERS work are clean and comfortable. Some places may be very dusty. Some kinds of glue used in packaging have a strong smell. HAND PACKAGERS do have a lot of choice in where they will work, since so many businesses need them.

If You Want To Be A Hand Packager

.You should prefer to work indoors.

.You should not mind working around other people.

.You should not mind doing something over and over again.

.You should be able to work standing or sitting.

.You should be able to lift at least 50 pounds.

.You should like to do work that you don't have to think about very much.

To Prepare Yourself Now...

- You may be able to do the work of a *HAND PACKAGER* without a high school education, but many employers won't hire anyone without a high school diploma.
- You may be able to get a part-time job as a *HAND PACKAGER* while you are still in school.
- High school courses that can help you are: shop and arithmetic.

Remember!

- In some companies *HAND PACKAGERS* are "laid off" when there isn't much work to do.
- On-the-job training may last from a few days to a month.
- Many employers offer paid vacations and holidays, group insurance, health and welfare pensions, and retirement plans.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 2800 *HAND PACKAGERS* during the next 5 years (through 1976). *HAND PACKAGERS* don't get many promotions. Some transfer to other jobs in the same company to get promotions. There may be a decrease in demand in the future since more and more machines are being used in packaging.

Salary

Pay Range: $1.95 to $2.06/hr. (State Average)

Hours

Most *HAND PACKAGERS* work 40 hrs/wk. Some work evening or night shifts. Weekend or part-time work may be available.

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Electrical Appliance Assembler	91
Folder & Turner	110
Sports Equipment Assembler	258

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card: Army (Card #16)

State Department of Education
Office of Vocational Education
Research Coordinating
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VIEW

VITAL INFORMATION for EDUCATION and WORK

HISTOLOGIC TECHNICIAN

D.O.T. 078.381

HISTOLOGIC TECHNICIANS prepare tissue samples for microscopic study.

Meat sliced for microscopy is even thinner than meat sliced to sell.

2

What's It Like To Be A Histologic Technician

D.O.T 078.381

HISTOLOGIC TECHNICIANS work in medical laboratories. They prepare tissue samples for microscopic study. Most of them work in hospital laboratories. Some work in research laboratories. Medical laboratories are clean, well-lighted, and air conditioned.

HISTOLOGIC TECHNICIANS often help doctors find out whether a patient has cancer. The surgeon operating on a possible cancer cuts out a piece of tissue. The tissue is examined by a pathologist. Any part of the sample that does not look normal is given to the technician. The technician uses liquid nitrogen to freeze the sample very rapidly. The technician uses a special knife called a microtome to slice a thin strip from the frozen sample. The strip is then mounted on a glass plate called a slide. Next it is dipped in a chemical that stains the tissue so it is easily seen through the microscope. Finally the pathologist examines the slide under the microscope and makes a report to the surgeon. The whole job is done very quickly while the patient is still on the operating table.

In other studies the slides may be prepared a little differently. Some samples are dried rather than frozen. Some samples are sealed in wax (paraffin) before being sliced. Some samples must be treated with several chemicals before they are stained.

If You Want To Be A Histologic Technician

.You should prefer to work indoors.

.You should work well as a member of a team.

.You should work well with your hands.

.You should have good eyesight (glasses are OK).

.You should be able to work quickly without making mistakes.

.You should not mind doing the same things over and over.

.You should like the kind of work you do in a chemistry or biology lab in school.

To Prepare Yourself Now...

.You should finish high school with plans to take a one year *HISTOLOGIC TECHNICIAN* course.

.High school courses that will help you are: biology, chemistry, and mathematics.

.The College of Allied Health Sciences at the Medical University of South Carolina, Charleston, offers a one year course. Graduates receive a certificate and are eligible to take an examination given by the Board of Registry of Medical Technologists to become registered *HISTOLOGIC TECHNICIANS*.

Remember!

.Graduates of the *HISTOLOGIC TECHNICIAN* course who are not registered can still do the work but registered *HISTOLOGIC TECHNICIANS* usually get the best jobs.

.Hospitals often give uniform allowances and free uniform laundry in addition to regular pay.

.Some hospitals offer life and health insurance, paid vacations, and retirement plans.

.Hospital employees may receive free physical examinations each year.

A Look Ahead...

The South Carolina Employment Security Commission expects no state demand for *HISTOLOGIC TECHNICIANS* during the next five years. Nationally the demand is good in hospitals and in histology laboratories. With an additional year of study a student can become a histotechnologist.

Salary

Starting Pay: $4,000 to $6,000/yr.

Hours

Most *HISTOLOGIC TECHNICIANS* work 5 days, 40 hrs/wk.

For More Information Write To:

.American Medical Technologists
710 Higgins Road
Park Ridge, Illinois 60068

.American Society of Clinical Pathologists
2100 West Harrison Street
Chicago, Illinois 60612

.College of Allied Health Sciences
Medical University of South Carolina
80 Barre Street
Charleston, South Carolina 29401

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Laboratory Tester	143
Medical Laboratory Assistant	163
Medical Technologist	164

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7)

State Department of Education
Office of Vocational Education
Research Coordinating
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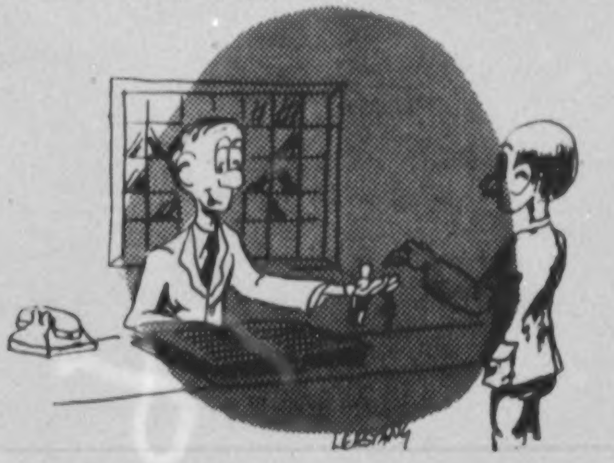
VITAL INFORMATION for EDUCATION and WORK

HOTEL CLERK

D.O.T. 242 368

A *HOTEL CLERK* registers guests, assigns rooms and provides information to make the guests' visits more pleasant and comfortable.



Would you like a room with a **VIEW**, *sir?*

2

What's It Like To Be A HOTEL CLERK

D.O.T 242 368

A *HOTEL CLERK* works at the reservation desk of a hotel. A modern hotel is a very comfortable place to work. Most hotel lobbies have thick carpets, good lighting and draperies. They also have good heating and air-conditioning systems.

A *HOTEL CLERK* registers the hotel's guests and assigns rooms to them. The *HOTEL CLERKS* give the room keys to the guests. They tell the bellmen to take the guests' luggage to the room. The *HOTEL CLERK* may help guests make future reservations. The *HOTEL CLERK* may offer information about hotel services or local tour guides. The *HOTEL CLERK* keeps a record of the charges on each guest's account. When a guest checks out of the hotel the *HOTEL CLERK* totals the guest's bill and accepts payment by cash, check, or credit card.

A *HOTEL CLERK* may also receive and sort mail for other hotel personnel and guests. Some *HOTEL CLERKS* send and receive messages by teletype, telegraph, or telephone. Some *HOTEL CLERKS* operate a switchboard.

If You Want To Be A HOTEL CLERK

.You should like to work indoors.

.You should like to meet and talk with people.

.You should not mind doing the same simple jobs over and over.

.You should be able to work on your feet all day.

.You should have a good memory.

.You should notice details.

.You should have normal vision and hearing (glasses and hearing aids are OK).

.You should like having many different duties to keep track of all at once.

.You should be neat, polite, and courteous when working with other people.

To Prepare Yourself Now...

.You should complete your high school education.

.High school courses that will help you are: English, typing, foreign languages, and bookkeeping or business mathematics.

.You should take office occupations and clerical courses in an area vocational school or technical education center.

.You may be able to get a part-time job as a mail clerk or bellman in a hotel while you are still in school.

Remember!

.Some employers require some college training for promotions to management positions.

.On-the-job training lasts from 4 to 6 weeks.

.Special occasions such as holidays and conventions can put a lot of pressure on a *HOTEL CLERK*.

.Some employers offer paid vacations and holidays, group insurance, and retirement plans.

.Some employers provide free uniforms and free uniform laundry for *HOTEL CLERKS*.

.Some employers offer free meals during working hours for *HOTEL CLERKS*.

A Look Ahead...

South Carolina hotels and motor inns need between 50 and 60 new *HOTEL CLERKS* every year. Nearly all of the jobs are in the largest towns and cities. Experienced *HOTEL CLERKS* with college level business training may be promoted to management positions.

Salary

Starting Pay Range: $1.75 to $2.59/hr.

Hours

HOTEL CLERKS may work any shift, 40 hrs/wk.
Overtime may be required for conventions and holidays.
HOTEL CLERKS may work on weekends and holidays.

For More Information Write To:

.Council on Hotel, Restaurant, and Institutional Education
1522 K Street, N.W.
Washington, D. C. 20005

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Travel Agent	265

State Department of Education
Office of Vocational Education
Research Coordinating
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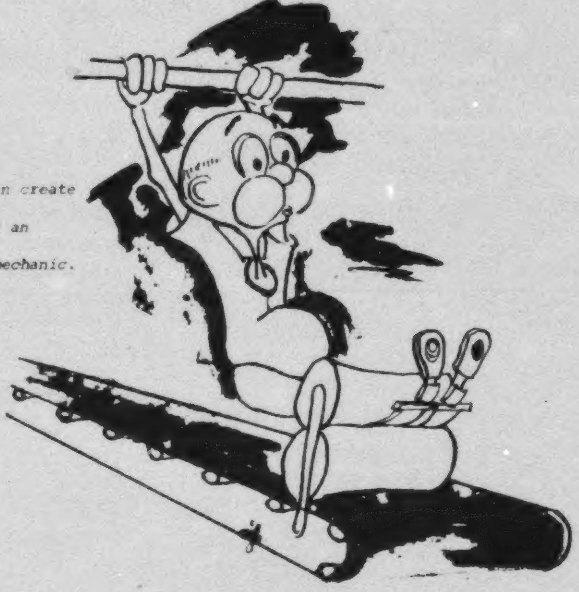
VIEW

VITAL INFORMATION for EDUCATION and WORK

Industrial Maintenance Mechanic

D.O.T. 638 281

An *INDUSTRIAL MAINTENANCE MECHANIC* inspects, adjusts, and repairs the machinery in a plant, mill or factory to keep production rolling along.



Unexpected emergencies can create a lot of pressure for an industrial maintenance mechanic.

2

What's It Like To Be An Industrial Maintenance Mechanic

D.O.T 638 281

An *INDUSTRIAL MAINTENANCE MECHANIC* may work in any kind of industrial plant, mill or factory. A *MAINTENANCE MECHANIC* regularly inspects all of a plant's machinery. The *MAINTENANCE MECHANIC* oils and adjusts the machinery and replaces parts that are starting to wear out. By keeping the machines in good working condition the *MAINTENANCE MECHANIC* prevents expensive breakdowns.

MAINTENANCE MECHANICS use blueprints, lubrication charts, and service handbooks. They may order replacement parts from manufacturers catalogs. Sometimes a *MAINTENANCE MECHANIC* may sketch a part for a machinist to make a fast replacement.

MAINTENANCE MECHANICS use many different hand tools such as wrenches, screwdrivers and pliers. They may also use portable power tools and welding equipment.

An industrial plant can be a noisy place to work. The *MAINTENANCE MECHANIC'S* job may be greasy and dirty. Most modern factories have very good ventilation and lighting. The use of safety helmets, goggles, and steel-toe shoes has reduced the chance of injury in mills and factories.

If You Want To Be An Industrial Maintenance Mechanic

.You should like to work with tools and machinery.

.You must be strong enough to lift up to 100 pounds.

.You should not mind climbing or squirming into tight places to work.

.You should be able to set up a good work schedule without someone telling you everything to do.

.You should have good eyesight (glasses are OK).

.You should be able to follow instructions well.

.You should be proud of doing a good job.

To Prepare Yourself Now...

.You should complete your high school education.

.High school courses that will help you are: mechanical drawing, physical science, and mathematics.

.You should discuss with your counselor and the local Joint Apprenticeship Committee any plans to take an adult course in industrial mechanics at an area vocational school.

Remember!

.You may start training as an oiler or greaser and work your way up to *MAINTENANCE MECHANIC* in 5 to 10 years.

.Most companies like to hire older men as *MAINTENANCE MECHANICS*.

.*MAINTENANCE MECHANICS* may buy some of their own tools.

.Many employers offer paid vacations and holidays, and group insurance plans.

A Look Ahead...

There is an increasing demand for qualified *INDUSTRIAL MAINTENANCE MECHANICS* in the industrial areas of South Carolina. New workers may have some trouble finding training positions. *MAINTENANCE MECHANICS* in large plants may be promoted to supervisory positions in their maintenance departments.

Salary

Pay Range: $3.36 to $3.78/hr. (State Averages)

Hours

Most *MAINTENANCE MECHANICS* work days, 40 hrs/wk. Emergencies may cause overtime.

For More Information Write To:

.See your Guidance Counselor.

The best way to become an *INDUSTRIAL MAINTENANCE MECHANIC* is through an apprenticeship. Read the VIEW card titled *INDUSTRIAL MAINTENANCE MACHANIC APPRENTICE*. VIEW Card # 97.

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Instrument Repairman	99

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

VITAL INFORMATION for EDUCATION and WORK

Industrial Maintenance Mechanic Apprentice

D.O.T. 638.281

An apprenticeship is a contract between you and the company you work for. The employer agrees to teach you all the skills needed to perform your job during a 3 to 5 year training period. The employer also agrees to give you regular pay raises as you complete parts of the program. You must agree to complete the training in the time allowed. You must also agree to attend any vocational classes required by the training schedule.

A person sometimes learns a trade as a helper without an apprenticeship agreement, but a helper doesn't earn as much as an apprentice. A helper may not get regular pay raises. A helper may never learn all he needs to know because he won't have a planned program which includes vocational school training or practice in all the job skills.

Naturally, different industries may require maintenance mechanics to master different skills. The training schedule for an Industrial Maintenance Mechanic Apprentice depends on the type of industry to which the worker is apprenticed.

Following are three sample apprentice schedules for an Industrial Maintenance Mechanic Apprentice. The first schedule is for hydraulic equipment maintenance. The other two schedules are for knitting machine maintenance.

(1000 hours equal about six months)

INDUSTRIAL MAINTENANCE MECHANIC APPRENTICE

A. Preparing hydraulicly operated units for vat cleaning; wash down disassemble unit; cleaning parts; neutralizing vat-cleaning chemical with proper solutions; caring for parts not needing repairs; learning different hydraulicly operated units, makes and models.

B. Replacing repaired units into machines, jacks and trucks. Installing roller units, wheels, axles, caster assemble, using power saw and drill press as necessary for fabrication of new pins, axles and minor parts.

C. Checking blueprints and parts catalogues to identify worn and broken parts. Making out parts orders. Building up simple units, and testing.

D. Operating acetylene welding equipment and welding and building up broken and worn parts. Preparing completed units for delivery. Disassembly of roller type operated hydraulic units.

E. Building and testing roller type hydraulic units. Learning fundamentals of engine lathe, polishing and making minor parts as necessary.

F. Grinding valve seats, removing broken studs, cleaning, tapping of holes, using power drill, drill press, or hand drill, cutting and tapping thread, internal and external.

Each division will overlap the preceeding period.

TOTAL	8000 hours or 4 years

INDUSTRIAL MAINTENANCE MECHANIC APPRENTICE

	Approx. Hours
Operate knitting machines and study principles of operation	300
Study shifting of machines	250
Size hosiery	250
Replace needless and set yarn tensions	250
Clean and oil machines	250
Examine work from knitters	500
Analyze waste and production reports	250
Oil motors and shafts	150
Set stich cams and sinkers	350
Sharpen cutting knives on machines and learn to make striper chains	250
Remove dials and cylinders	250
Learn proper size or counts of yarn to be used on various gauge knitting machines	200
Change sizes and learn to start press-offs	250
Take out gears and clutches and replace, and straighten needles in in cylinder heads	1000
Check machine speeds	250
Remove cylinders and cylinder caps, yarn and striper fingers	250
Make yarn tests	250
Tear down and completely rebuild knitting machines	1000
Replace worn parts on knitting machines, adjusting all cams for proper stiches	500
Recam main drum for style changes	500
Make replacement parts	500
Run samples	500
TOTAL	8000

INDUSTRIAL MAINTENANCE MECHANIC APPRENTICE

	Approx. Hours
Study construction of all types of hosiery being knit and processes on each thoughout Looping & Seaming Dept.	270
Study knitting machine needle range and equivalent point for looping	195
Sharpen cutting knives on looping machines	270
Sharpen cutting knives on sewing machines	270
Replace needles on sewing machines	270
Examine looping for proper stitch formation, and proper corner turning	350
Examine Throw-outs from examiners and follow-up	350
Know proper threads to be used on looping and sewing machines according to point and gauge of machine	195
Adjust thread tensions for proper stitch	195
Adjust cutting knives and needles in both looping and sewing machines	570
Replace and straighten points on looping machines	350
Examine work done by operators on both looping and sewing machine	195
Learn to completely dismantle and rebuild looping machines	750
Learn to completely dismantle and rebuild sewing machines	750
Learn to make replacement parts needed when rebuilding machinery	

For more information about Industrial Maintenance Mechanic Apprentice programs in your area you should contact either:

Bureau of Apprenticeship and Training
Room 502-A
901 Sumter Street
Columbia, South Carolina 29201

OR

Bureau of Apprenticeship and Training
Room 313, Federal Building
334 Meeting Street
Charleston, South Carolina 29403

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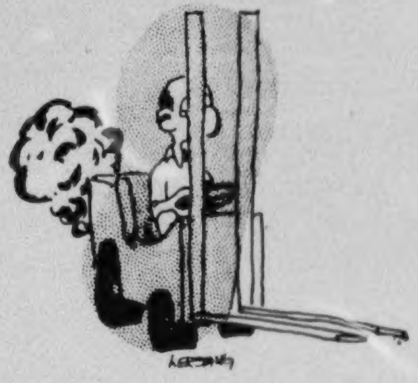
VIEW

VITAL INFORMATION for EDUCATION and WORK

Industrial Truck Operator D.O.T. 922.883

An *INDUSTRIAL TRUCK OPERATOR* uses a 'fork lift" to move and stack materials in a warehouse or outside storage area.



Sometimes I feel like an "L" commercial for Sesame Street

2

What's It Like To Be An Industrial Truck Operator? D.O.T 922.883

An *INDUSTRIAL TRUCK OPERATOR* may work in a warehouse. Many *INDUSTRIAL TRUCK OPERATORS* work on construction projects or in outdoor storage areas. *INDUSTRIAL TRUCK OPERATORS*, wherever they work, have one part of their job that is always the same -- they move things from one place to another.

An *INDUSTRIAL TRUCK OPERATOR* is sometimes called a fork lift. An industrial truck may be as small as a riding lawn mower or as large as a car. Some industrial trucks have special equipment to lift odd-shape objects such as rolled carpet or concrete pipes. Small items like bricks are often stacked on open-sided platforms called pallets so the truck can move a large amount quickly and easily. Most industrial trucks can lift one or two tons as much as 15 feet off the ground. Some can lift over 35 tons.

An *INDUSTRIAL TRUCK OPERATOR* must be a very careful worker. The operator must stack things so they won't fall easily or be in the way later. The operator must not try to haul more than the truck can safely handle. Narrow aisles and sharp corners at ends of rows can make the job a little tricky at first. Since the back wheels steer on many industrial trucks, it may take even a very good automobile driver several days to learn to drive an industrial truck well.

If You Want To Be An Industrial Truck Operator

.You should like to work with mechanical things.

.You should pay attention to details.

.You should like to drive.

.You should have good eyesight (glasses are O.K.)

.You should be able to judge distances very well.

.You should have good hearing.

.You should prefer to plan your work out thoroughly before you start.

To Prepare Yourself Now...

- You should finish high school.
- High school courses that will help you are: geometry, physics, arithmetic, and driver education.
- A vocational course in auto mechanics or small engine repair can help you get some *INDUSTRIAL TRUCK OPERATOR* jobs.
- You should visit an industrial storage area to see the uses of industrial trucks.
- You may be able to get a summer job as an *INDUSTRIAL TRUCK OPERATOR.*

Remember!

- You may have to pass a strict physical examination to get a job as an *INDUSTRIAL TRUCK OPERATOR.*
- Some companies prefer to hire *INDUSTRIAL TRUCK OPERATORS* between the ages of 18 and 45.
- Some *INDUSTRIAL TRUCK OPERATORS* work outside in all kinds of weather.
- An *INDUSTRIAL TRUCK OPERATOR* may spend several weeks learning where to stack everything in a new warehouse.
- Most employers offer paid vacations, holidays, group rates on insurance, and retirement plans.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 850 *INDUSTRIAL TRUCK OPERATORS* during the next 5 years (1972-76). There are few chances for promotion but some experienced operators may become foremen or shift supervisors.

Salary

Pay Range: $2.28 to $2.47/hr (State Average)

Hours

Most *INDUSTRIAL TRUCK OPERATORS* work days, 40 hrs/wk, Monday through Friday.

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Excavating Equipment Operator	103

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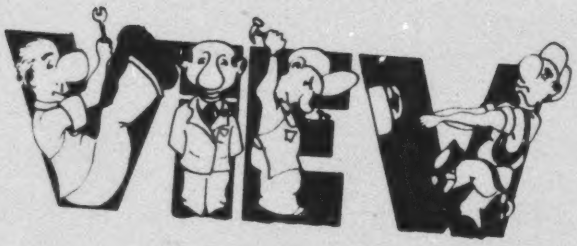
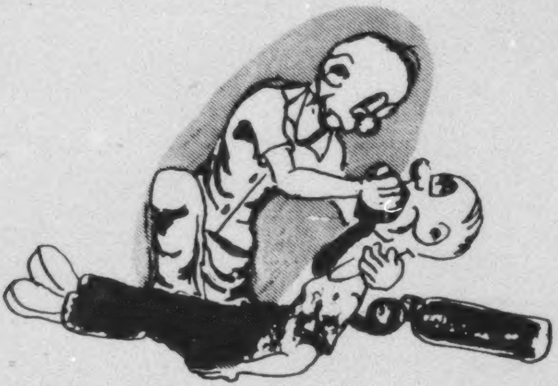


VITAL INFORMATION for EDUCATION and WORK

Inhalation Therapist

D.O.T. 079.368

INHALATION THERAPISTS help ill or injured people breath better.



I'm a therapist quick on the jump
But my business is starting to slump.
This patient is flat
He's limp as a cat
What I need is a bicycle pump.

2

What's It Like To Be An Inhalation Therapist

D.O.T 079 368

Most *INHALATION THERAPISTS* work in hospitals. Some work for ambulance services and nursing homes. A few work for companies that rent oxygen equipment.

INHALATION THERAPISTS help patients who have trouble breathing. Many illnesses cause breathing problems. Asthma and emphysema affect the lungs directly. Heart failure, stroke, and shock may also stop a patient's breathing. No matter what causes the problem a patient must be kept breathing while any other treatment is going on. Nine minutes without air will cause death. Brain damage usually comes after only three to five minutes.

INHALATION THERAPISTS may provide patients with other things besides oxygen. Pneumonia cases often need to breathe medicated mists to help clear their lungs out.

There are several types of inhalation equipment. One simple type has an oxygen tank with a regulating valve. The oxygen is released through a tube into a face mask. Other types of equipment feed oxygen and other gases directly to the lungs through tubes placed in the patient's windpipe. In addition to valves that control the flow of gases there are controls to adjust moisture and temperature. Therapists usually set up an oxygen tent for patients who need to breathe medicated mists.

When they are not busy with patients *INHALATION THERAPISTS* test, repair, and adjust their equipment. They must stay ready for emergency calls. If inhalation equipment isn't ready when it is needed there may not be time enough to get it ready before the patient dies from lack of oxygen.

If You Want To Be An Inhalation Therapist

- You should prefer to work indoors.
- You should want to help other people.
- You should notice details.
- You should follow instructions well.
- You should be able to work quickly without making mistakes.
- You should be willing to take a lot of responsibility.
- You should work well with your hands.
- You should like to work with machinery.

To Prepare Yourself Now...

- .You should finish high school with plans to take a 2-year course in inhalation therapy.
- .High school courses that will help you are: chemistry, physics, and mathematics.
- .Inhalation therapy courses are offered at several Area Vocational Centers and Technical Education Centers.

Special Entry Requirements

- .After formal training and one year of experience *INHALATION THERAPISTS* may take an examination given by the American Registry of Inhalation Therapists to become a registered therapist.
- .Another examination with lower requirements gives the title of certified *INHALATION THERAPIST*.
- .Both registered and certified therapists are qualified to do the work, but registered therapists are more qualified and usually get the best jobs.

Remember!

- .A hospital is a clean, well-lighted place to work.
- .Some hospitals pay a uniform allowance and offer free uniform laundry.
- .Hospital employees often get free physical examinations.
- .If you have ever been convicted of a drug offense or major crime you will not be able to get a job in a hospital.
- .Most employers offer paid vacations, holidays, sick leave, group insurance, and retirement plans.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for over 40 new *INHALATION THERAPISTS* through 1977. Nationally the demand is expected to continue to grow rapidly with most areas having more job openings than qualified applicants.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

INHALATION THERAPISTS usually work day or night, 40 hrs/wk. Weekend work with other days off is common.

For More Information Write To:

.American Association of Inhalation Therapists
332 South Michigan Avenue
Chicago, Illinois 60604

.Council on Medical Education of the American
Medical Association
535 N. Dearborn Street
Chicago, Illinois 60610

More View Jobs To Think About

TITLE	VIEW CARD #
Physical Therapist	201
Speech Therapist	254

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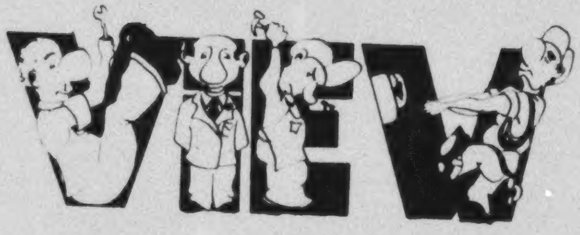
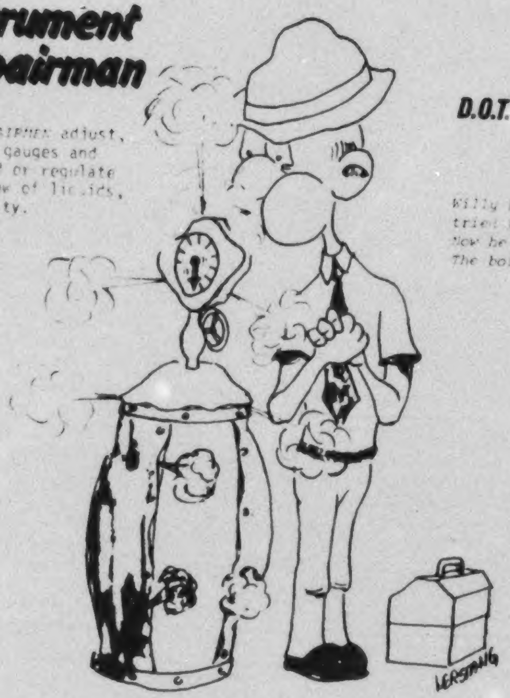


VITAL INFORMATION for EDUCATION and WORK

Instrument Repairman

D.O.T. 710.281

INSTRUMENT REPAIRMEN adjust, epair, and replace gauges and ontrols that record or regulate he pressure and flow of liquids, ases, and electricity.



Willy Fixit, with a shout,
tried to blow the boiler out
Now he lies beneath a lid --
The boiler blew before he did.

2

What's It Like To Be An Instrument Repairman?

D.O.T. 710.281

An *INSTRUMENT REPAIRMAN* may work for any business that uses automatic instruments. Electric and gas companies hire many *INSTRUMENT REPAIRMEN*. Companies that build/or sell instruments also hire a lot of *INSTRUMENT REPAIRMEN*. *INSTRUMENT REPAIRMEN* work in all kinds of factories. Some *INSTRUMENT REPAIRMEN* work as civilian employees of the Armed Forces.

Some instruments like automatic pilots control other machinery. Other instruments just measure things like temperature, speed, or pressure. Three common instruments are speedometers, pressure regulators, and gas meters.

Some instruments are electrical. Others may be mechanical, hydraulic (using liquids), or pneumatic (using gasses). An *INSTRUMENT REPAIRMAN* may work on many different kinds of instruments. Many repairmen are specialists who only work on one kind of instrument.

Every *INSTRUMENT REPAIRMAN* does some of the same basic work on each job. First, the repairman must find out whether the trouble is in the instrument or the machinery it is connected to. Sometimes the workmen who use the machinery can give the repairman some idea of where the trouble is. If the instrument is broken, the repairman may fix it right where it is. Often the repairman will remove the instrument and take it to the repair shop to fix it. After repairing the instrument, the repairman puts it back in place and checks to make sure it works right.

INSTRUMENT REPAIRMEN use testing equipment like pressure gauges and voltmeters. They use screwdrivers, wrenches, and pliers to take instruments apart and put them back together. They also use some special equipment like a jewelers' lathe or an ultrasonic cleaner.

The *INSTRUMENT REPAIRMAN'S* work may be done in a clean, well-lighted shop. It may also be done outside in any kind of weather. Sometimes an *INSTRUMENT REPAIRMAN* will have to squeeze into a cramped, dirty space to remove or repair a broken instrument. Some *INSTRUMENT REPAIRMEN* do the same job all day, every day. For many *INSTRUMENT REPAIRMAN*, almost every job is different. The working conditions and duties depend on the company the repairman works for and what kinds of instruments the repairman fixes.

IF You Want To Be An Instrument Repairman

.You should like to work with your hands.
.You should like to solve problems.
.You should enjoy making old machinery work like new.
.You should be able to follow written instructions well.
.You should not mind working alone.
.You should not mind working in grease and dirt (sometimes).

To Prepare Yourself Now...

- You will need a high school education.
- High school courses that will help you are: algebra, trigonometry, physics and chemistry.
- You should also take vocational courses in electricity, machine shop, and blueprint reading.

Remember!

- On-the-job training may last from one week to four years, depending on how thorough the training is.
- Some of the best on-the-job training is offered by companies which manufacture instruments.
- Most employers offer paid vacations and holidays, group insurance plans, and retirement pensions.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 250 *INSTRUMENT REPAIRMEN* during the next 5 years (through 1976). An experienced *INSTRUMENT REPAIRMAN* may become a foreman or service representative.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *INSTRUMENT REPAIRMEN* work 40 hrs/wk. In some companies an *INSTRUMENT REPAIRMAN* may work any shift.

Emergency jobs may require work on weekends or holidays.

For More Information Write To:

.National Council of Technical Schools
Room 907, 1835 K Street, NW
Washington, D. C. 20006

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Industrial Maintenance Mechanic	131

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

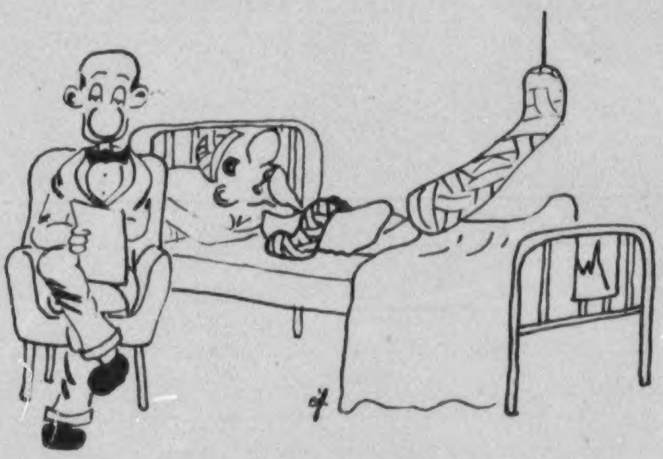
In Cooperation With

The South Carolina Employment
Security Commission

VITAL INFORMATION for EDUCATION and WORK

INSURANCE AGENT D.O.T. 250 258

An *INSURANCE AGENT* sells people financial protection for life, property, and welfare.



I'm glad you've finally decided to buy some insurance, Mr. Jones, but I'm afraid your rates are going to be a little higher than we estimated.

2

What's It Like To Be An INSURANCE AGENT

D.O.T 250 258

An *INSURANCE AGENT* is a salesman. An *INSURANCE AGENT* must talk to people to sell them insurance. Many *INSURANCE AGENTS* spend hours calling people on the telephone and mailing brochures to arrange for sales interviews. An *INSURANCE AGENT* may have to contact 30 people to arrange 10 interviews. Out of 10 interviews a good *AGENT* may expect any number of sales from zero to about three. Especially when just getting started, an *INSURANCE AGENT* may have to work weekends and several nights a week to make enough sales.

An *INSURANCE AGENT* is more than just a salesman. An *INSURANCE AGENT* must calculate insurance rates based on the client's age and sex. The *AGENT* must be able to help a client decide what type of policy to buy to best fit the client's income and the coverage desired. An *AGENT* has to be able to recognize poor insurance "risks".

A good *INSURANCE AGENT* can earn a lot of money from commissions (a percentage of his sales). Most people who try to sell insurance get discouraged by long working hours or a lack of sales. Nearly half of the people who try selling insurance quit within a year.

INSURANCE AGENTS who are successful often make more money than the people who are in management jobs with the same companies. A few *INSURANCE SALESMEN* make more than the presidents of their insurance companies.

If You Want To Be An INSURANCE AGENT

.You should have a lot of self confidence.

.You should work hard because you want to, not just because someone tells you to.

.You should not mind doing the same thing over and over until it pays off.

.You should like to meet and talk with people.

.You should be very competitive (even second place is a loser).

.You must be friendly, persuasive, and pleasant to deal with.

To Prepare Yourself Now...

.You should complete your high school education.

.High school courses that will help you are: English, drama, speech and debating.

.You should take courses in insurance principles, accounting, business law, and economics at a college or technical education center.

.A summer or part-time job as a door-to-door salesman will give you some experience in direct sales techniques.

Special Entry Requirement

.After a 2 to 3 month training period you must pass a written test to get a license from the state commissioner of insurance.

Remember!

.Most insurance companies require new *INSURANCE AGENTS* to be at least 21 years old.

.The insurance company usually pays the license fee.

.Most employers offer paid vacations, group insurance, retirement plans, bonuses, and stock options.

.An experienced agent may become a Chartered Life Underwriter by passing a series of tests given by the American Society of Chartered Life Underwriters.

A Look Ahead...

There is a good demand for *INSURANCE AGENTS* in all areas of South Carolina. Keeping the job is much more difficult than getting the job. Successful insurance agents often turn down management promotions because they make more money selling insurance.

Salary

Starting Pay Range: $3.75 to $4.81/hr.

Hours

INSURANCE AGENTS may work any hours that are necessary to talk to the customers. New *INSURANCE AGENTS* usually work more than 40 hrs/wk.

For More Information Write To:

.The Life Underwriters Training Council
1922 F Street, NW
Washington, D. C. 20006

.Life Insurance Agency Management Association
170 Sigourney Street
Hartford, Connecticut

.Insurance Information Institute
110 William Street
New York, New York 10038

.National Association of Insurance Agents, Inc.
96 Fulton Street
New York, New York 10038

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Buyer	41
Salesman - Chemicals & Drugs	233
Salesman - Food/Beverages/Tobacco	234
Salesman - Industrial Equipment & Supplies	235

State Department of Education
Office of Vocational Education
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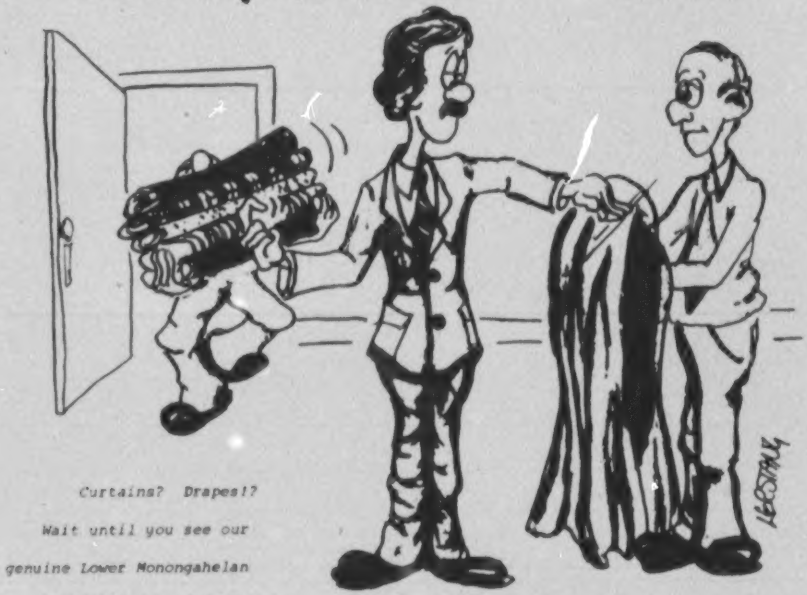
VITAL INFORMATION for EDUCATION and WORK

DESIGNER, INTERIOR

D.O.T. 142 051



Curtains? Drapes!?

Wait until you see our

genuine Lower Monongahelan

tapestries, my friend.

2

What's It Like To Be AN INTERIOR DESIGNER

D.O.T 142 051

INTERIOR DESIGNERS make the places where people live and work attractive and comfortable. Many work for design studios. Some own design studios. Others are employed by retail stores and other industries. A few work for architects. A designer's office is a very comfortable place. Much of a designer's work is not done at the office, however. Designers spend a lot of time in customers' offices and in unfinished buildings.

INTERIOR DESIGNERS must consider many details in furnishing and decorating a room. They must know what a room is to be used for. They must know what their customers like and can afford. They must decide what will be most attractive to their customers' customers. Offices must be convenient to work in. People must have ways to come and go without disturbing other workers. Equipment must be easy to get to, but not in the way. Designers must decide what floor coverings and wall coverings are best for each area. They must be sure that each area has enough light, but not too much.

Some designers specialize in living areas such as homes and apartments. Others specialize in work areas such as offices schools, and stores. Some do both kinds of work. Designers may plan interiors for new buildings or remodel old ones. Working from architects' blueprints the designers plan the location of each piece of furniture. They select all the materials to be used and provide samples to the customer. In addition to scale drawings they may also do watercolor sketches. They prepare complete estimates of cost. The estimates must include costs of furniture, materials, labor and transportation. The designer's job is not over when the plan is accepted. Designers contract with suppliers and wholesalers for all furnishings and materials. They arrange for the installation to be done. They supervise the installation. Their work ends when the area is completely ready for the customer's use.

If You Want To Be AN INTERIOR DESIGNER

.You should have artistic talent.

.You should draw well.

.You should have a good imagination.

.You should enjoy planning and should be able to carry out your plans efficiently.

.You should be a good organizer.

.You should enjoy meeting and talking with other people.

.You should be good at explaining and selling your ideas to other people.

.You should have a lot of patience.

.You should work well under pressure.

To Prepare Yourself Now...

.You should finish high school with plans to attend a college, university, or professional school of design.

.High school courses that will help you are: business, art, mechanical drawing, blueprint reading, and any courses recommended by your guidance counselor to prepare you for entrance to a college or university.

.The National Society of Interior Designers recommends graduation from a full time, 3 year course in an accredited school of interior design or a Bachelor's degree (4 years) in architecture or interior design at an accredited college or university.

Remember!

.After getting a good education it still takes from 3 to 5 years of on-the-job experience to become a professional *INTERIOR DESIGNER*.

.A successful designer must also be a good businessman.

.It takes a lot of paperwork to prepare a design estimate.

.A designer's work must be finished when the customer expects it, so little delays can create a lot of pressure before the work is back on schedule.

.Beginners in interior design studios usually do a lot of clerical work (typing, filing, record keeping, etc.).

.Although most jobs are in large cities, beginners may find a position more easily in small towns near a large city.

.Summer jobs and part-time work are usually available for design students at studios and department stores.

.Department stores and design studios often have profit-sharing plans.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for about eight *INTERIOR DESIGNERS* during the next four years. Nationally there is a greater demand than there are qualified applicants. Any business recession has a serious effect on interior design. Promotions are quick for talented designers who are good businessmen. Many designers with experience and enough money open their own studios.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Nationally, *INTERIOR DESIGNERS* start out at $85/wk. plus commission (a percentage of sales) or as high as $125/wk. with no commission.

An experienced designer often works for commissions only and, depending on ability, may earn anywhere from $500 to over $2,000 per month. The top designers (a very small number!) earn from $5,000 to $10,000 per month.

Hours

Beginners work days, from 35 to 40 hrs/wk.

Experienced designers often work very irregular hours including some nights and weekends, depending on what problems they have meeting completion deadlines.

For More Information Write To:

.National Society of Interior Designers
315 East 62nd Street
New York, New York 10021

State Department of Education
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Security Commission

VITAL INFORMATION for EDUCATION and WORK

JOURNALIST

D.O.T. 131.038 Thru
132.268

JOURNALISTS write and edit news and feature stories for newspapers, magazines, and radio or television programs.

A Justice Depratmnet official
but after further chxcking, he
druinrg apar ticularly lurid
worked diligently alstm onth

2

What's It Like To Be A JOURNALIST

131 038 Thru
D.O.T 132 268

JOURNALISTS are writers and editors. They work for newspapers and magazines. They work for radio and television stations. They work for public relations departments of many businesses. Much of the work is done indoors in comfortable offices. Reporters for news articles or programs may spend more time outdoors than most other *JOURNALISTS*.

There are many specialties in journalism. Some *JOURNALISTS*, called investigative reporters, work like detectives to get the facts behind news stories. Others specialize in interviewing people. Some are writing specialists who take the news from teletype news services and develop them into interesting stories. Some just write sports news, fashion features, or editorial columns. Many businesses hire *JOURNALISTS* to rewrite technical articles so more people can understand them. Radio and television *JOURNALISTS* may also be announcers who broadcast their own news stories or editorials.

All *JOURNALISTS* work under a deadline. The deadline is the last date that a story can be ready. In radio or television the deadline may be hours or even minutes before the program is broadcast. In newspaper work the deadline may be a few hours before printing time for daily papers. It may be a couple of days before printing time for weeklies. Magazines may have deadlines several days or weeks before printing. Last-minute corrections often require a *JOURNALIST* to work frantically to meet the deadline.

JOURNALISTS often get by-lines for their work. A by-line is the name of the writer and usually goes under the headline or title of an article. Getting public credit for a good job is a very pleasant part of journalism.

If You Want To Be A JOURNALIST

.You should have an active curiosity and a determination to find the answers to satisfy it.

.You shoud write and speak well.

.You should have a good memory.

.You should notice details.

.You should work well under pressure.

.You should be a good listener.

.You should be good at explaining things to other people.

To Prepare Yourself Now...

.You should finish high school with plans to attend a college or university.

.High school courses that will help you are those recommended by your guidance counselor to prepare you for entrance to a college or university.

.Both Liberal Arts and Journalism degrees are considered good preparation for a career in journalism. Job placement services are usually better in a school of journalism.

.You should begin learning journalism by working on your school newspaper or yearbook.

.Part-time jobs in journalism are often available for college students.

Remember!

.There is a lot of variety and room for all kinds of people in journalism.

.Most jobs in journalism are in large cities, but there are positions in almost any size community.

.Natural curiosity and determination to "get the facts" may be even more important than writing ability for success in journalism (rewrite men make up for a lack of writing talent).

.Most employers offer paid vacations and holidays, sick leave, group insurance, and retirement plans. Some companies provide cars for *JOURNALISTS*.

.A visit to your local newspaper can give you a first-hand look at one part of journalism.

.Some *JOURNALISTS* travel all over the world; others hardly travel at all.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for about 35 *JOURNALISTS* during the next four years. Nationally, the demand is greater than the number of qualified applicants. There are many opportunities for promotions and changes of job duties in most areas of journalism.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Nationally, many *JOURNALISTS* start at about $100/wk, some start as high as $140/wk.

Salaries of experienced *JOURNALISTS* range from $6,000 to $20,000/yr. depending on job duties and the size of their employer.

Hours

JOURNALISTS may work days or nights, 35 to 40 hrs/wk.
Overtime may be needed to meet deadlines.
Part-time work is usually available also.

For More Information Write To:

.Sigma Delta Chi
35 East Wacker Drive
Chicago, Illinois 60601

.You can get a copy of the *Journalism Scholarship Guide* from:
The Newspaper Fund
P. O. Box 300
Princeton, New Jersey 08540

.You can get a list of journalism programs accredited by the American Council on Education for Journalism (ACEJ) from:
ACEJ, School of Journalism
University of Missouri

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Playwright	205
Poet	208
Writer, freelance	297

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

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VIEW

VITAL INFORMATION for EDUCATION and WORK

JUDGE

D.O.T. 111 108

JUDGES decide how the law applies to individual cases.

Honest, your honor!

I wasn't streaking.

My bathtub was on fire...uh...

would you believe the water was awfully hot?

2

What's It Like To Be A JUDGE

D.O.T 111.108

JUDGES administer the law. They do part of their work in a courtroom. Much of their work is done in *JUDGES'* chambers which are offices in the court building. *JUDGES* must decide whether a charge against a defendant is a violation of the law. They decide whether the evidence in a case supports the charges. They decide whether the defendant is guilty of the charge. Finally, they decide what degree of punishment is necessary. In a jury trial the *JUDGE* supervises the trial and instructs the jury on laws that apply to the case. Depending on the jury's decision, the *JUDGE* still selects the punishment to be improved.

Laws passed by the legislature have two purposes. One is the protection of individual rights. The other is the protection of the community. In criminal cases a *JUDGE* must see that both the accused person and the community receive the full protection of the law. In civil cases the *JUDGE* must see that both the defendant and the plaintif receive the full protection of the law. In complicated cases when either or both parties may be at fault the *JUDGE* may need more than legislated laws to make a decision. They study previous court decisions on similar cases, called precedents. In high courts, such as a court of appeals, several *JUDGES* work together. The decision is reached by a vote. The *JUDGES* in the majority write down the reasons for their decision. The *JUDGES* in the minority also write down their reasons for disagreeing. These court opinions, as well as the decision reached, are used by *JUDGES* in deciding later cases.

If You Want To Be A JUDGE

.You should prefer to work indoors.

.You should not mind constant study to improve your skills.

.You should like to work with people.

.You should not be quick to "take sides" in a discussion.

.You should be honest and dependable.

.You should be able to think clearly under pressure.

.You should control your emotions well.

.You should notice details.

.You should not carry grudges.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for six new *JUDGES* during the next 4 years. There will also be a continual need for *JUDGES* to replace those who retire or die. Continued overcrowding of courts is expected to require new legislation creating more courts or at least more positions for *JUDGES*.

To Prepare Yourself Now...

- You should finish high school with plans to attend a college or university.
- High school courses that will help you are: English, history, and any others recommended by your counselor to prepare you for entrance to a college or university.
- All law schools approved by the American Bar Association require at least three years of college for admission to the law school. Some require an undergraduate degree.
- Although there is no required college major for entrance to law school, some which are often recommended are: English, history, political science, economics, sociology, and psychology.

Special Entry Requirements

- Many law schools select applicants on the basis of their scores on the Law School Admission Test administered by the Educational Testing Service in Princeton, New Jersey. They also consider grades earned in college.
- A *JUDGE* must be a lawyer and a member of the State Bar Association. A magistrate may only be required to be a resident of his court's area of jurisdiction.

Remember!

- There are three kinds of state courts: the Supreme Court, the circuit courts, and the variety of local courts. The Supreme Court has five *JUDGES*, a Chief Justice and four Associate Justices, all elected by the legislature. There are 16 circuit courts and 16 circuit *JUDGES* also elected by the legislature who swap courts every four months. There are nearly 700 local courts whose *JUDGES* and magistrates are either appointed by the governor, by local legislative representatives, or elected by the voters of the community.
- The term of office for state Supreme Court Justice is 10 years. A circuit *JUDGE'S* term is four years and local court *JUDGES* and magistrates serve from one to six years. Circuit and Supreme Court *JUDGES* are usually reappointed at the end of each term until they retire.
- Retirement pay for Supreme Court and circuit *JUDGES* equals 2/3 of the regular salary. They also get group insurance, vacations, holidays, and sick leave. Benefits in local courts are similar but vary from one community to another.
- The federal court system is similar with a Supreme Court, 97 Courts of Appeals, and 397 District Courts. Federal *JUDGES* are appointed by the President with the advice and consent of the Senate.

Salary

Chief Justice of the Supreme Court: $35,000/yr.
Associate Justices and Circuit Judges: $30,000/yr.
Local Judges and Magistrates: $100 to $24,3000/yr.
(Low pay in local courts is for part-time work.)

Hours

Many *JUDGES* spend only a few hours per week in the courtroom. Many hours are spend in the *JUDGES* chambers and elsewhere studying and reviewing cases and writing opinions. In almost every court in the state there is more work than can be finished no matter how long the *JUDGE* works.

For More Information Write To:

.Association of American Law Schools
One Dupont Circle, NW
Suite 370
Washington, D. C. 20036

More View Jobs To Think About

TITLE	VIEW CARD #
Lawyer	146
Politician	210

State Department of Education
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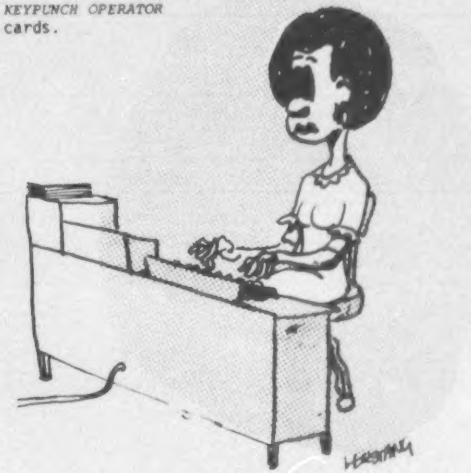
VIEW

VITAL INFORMATION for EDUCATION and WORK

KEYPUNCH OPERATOR

D.O.T. 213 582

A *KEYPUNCH OPERATOR'S* job is a lot like a typist's job, but instead of typing words on paper a *KEYPUNCH OPERATOR* punches holes in cards.



2

What's It Like To Be A KEYPUNCH OPERATOR?

D.O.T 213.582

KEYPUNCH OPERATORS work in business offices. They may work in large offices with many other *KEYPUNCH OPERATORS*. They may work in small offices and do some typing or filing, too. A *KEYPUNCH OPERATOR* sits at a desk and operates a machine which punches holes in computer cards. The keyboard of the machine may look like an electric typewriter or like a simple adding machine.

The working conditions are usually very pleasant. The room must be kept at an even temperature and humidity so the cards won't curl. The room is also arranged so that the noise from the machines won't be too loud.

Some *KEYPUNCH OPERATORS* use a machine called a verifyer which checks punched cards for mistakes. If a card has a mistake it has to be punched again. You can't erase a hole. The reason most businesses use a computer is to speed up their work. A slow *KEYPUNCH OPERATOR* isn't much use to a business.

If You Want To Be A KEYPUNCH OPERATOR

.You should like to work indoors.

.You should not mind sitting at a desk all day.

.You should be able to concentrate on details.

.You should have a good memory.

.You should not be upset by having to do a certain amount of work each day.

.You should be able to work fast and still do a neat, accurate job.

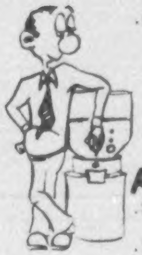
.You must have good vision (glasses are OK).

.You should not mind doing the same things day after day.

.You should be able to take instructions well.

To Prepare Yourself Now

- The minimum requirement for on-the-job training is a high school education.
- High school courses that will help you are: typing, business education, and office machines.
- Keypunch training may be available at an area vocational school or technical education center.
- Some private business schools offer keypunch courses.



Remember!

- Some employers offer 3 to 6 weeks on-the-job training programs.
- You may have to type at least 35 words per minute to start training as a *KEYPUNCH OPERATOR*.
- A new *KEYPUNCH OPERATOR* may be "on probation" until proving the ability to work at the necessary speed.
- Many employers offer paid vacations and holidays, health and life insurance, and sick leave.

A Look Ahead...

As more and more businesses begin using computers the demand for *KEYPUNCH OPERATORS* will continue to increase. With additional training a *KEYPUNCH OPERATOR* may advance to a job as a data processing technician.

Salary

Starting Pay Range: $2.09 to $2.91/hr.

Hours

Most *KEYPUNCH OPERATORS* work days, 35 to 40 hrs/wk. Some evening and part-time work is available.

For More Information Write To:

.American Federation of Information Processing Societies
210 Summit Avenue
Montvale, New Jersey 07645

More View Jobs To Think About

TITLE	VIEW CARD #
Clerk Typist	55
File Clerk	104
Office Clerk	182
Personnel Clerk	196
Ward Clerk	291

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

Kitchen Helper

D.O.T. 318 887

A *KITCHEN HELPER* works with cooks, chefs, dishwashers and waiters to prepare food and keep the kitchen and restaurant clean and neat.

There are many

stirring moments

in a kitchen

helper's day.

2

What's It Like To Be A Kitchen Helper?

D.O.T 318.887

A *KITCHEN HELPER* works in the kitchen of a restaurant, cafeteria, or even a hospital. A kitchen is a clean place to work. *KITCHEN HELPERS* do a lot of work to keep a kitchen clean. A kitchen can be a very hot place to work. When you work in a kitchen the grease and smoke from cooking sticks to you. Even when you look clean you may feel dirty.

Some restaurants stay open all night and have *KITCHEN HELPERS* working different shifts. Some restaurants only need *KITCHEN HELPERS* for a couple of hours at each mealtime.

A *KITCHEN HELPER* may sweep and mop floors. Some *KITHCEN HELPERS* wash vegetables and peel them. *KITCHEN HELPERS* may carry out the garbage. *KITCHEN HELPERS* may stack dishes, stir soup, or wash tables.

A *KITCHEN HELPER* almost always works standing up. A *KITCHEN HELPER* may have to work very hard for a couple of hours and then not work hard at all for a couple more hours.

If You Want To Be A Kitchen Helper

.You should like to work around food.

.You should like to keep things clean and neat.

.You must be strong enough to work on your feet most of the day.

.You should follow instructions well.

.If you are a woman you should be able to lift 25 or 30 pounds.

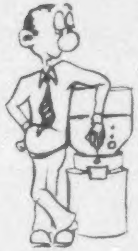
.If you are a man you should be able to lift 100 pounds.

To Prepare Yourself Now...

.You should have at least an 8th grade education (for most promotions you will need a high school diploma).

.High school food service courses at an area vocational center may help you get faster promotions in the restaurant business.

.You may be able to get a part-time job as a *KITCHEN HELPER* while you are still in school.



Remember!

.Some restaurants offer meals to *KITCHEN HELPERS* during working hours.

.A *KITCHEN HELPER* may wear a uniform provided by the employer.

.You may need a "health card" from the County Health Department to work as a *KITCHEN HELPER*.

.Some employers offer paid holidays and health insurance.

A Look Ahead...

There is a need for about 60 new *KITCHEN HELPERS* each year in South Carolina. Most *KITCHEN HELPERS* work in large restaurants. With training and experience a *KITCHEN HELPER* may be promoted to cook's helper, cook, waiter or waitress, or counterman.

Salary

Starting Pay Range: $1.60/hr.

Hours

Most *KITCHEN HELPERS* work days or evenings, 40 hrs/wk. *KITCHEN HELPERS* may work on weekends and holidays.

For More Information Write To:

.National Institute for the Food Service Industry
120 South Riverside Plaza
Chicago, Illinois 60606

.Council on Hotel, Restaurant, and Institutional Education
1522 K Street, N.W.
Washington, D. C. 20005

More View Jobs To Think About

TITLE	VIEW CARD #
Bus Boy	39
Dishwasher	82

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
Office of Vocational Education
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Unit

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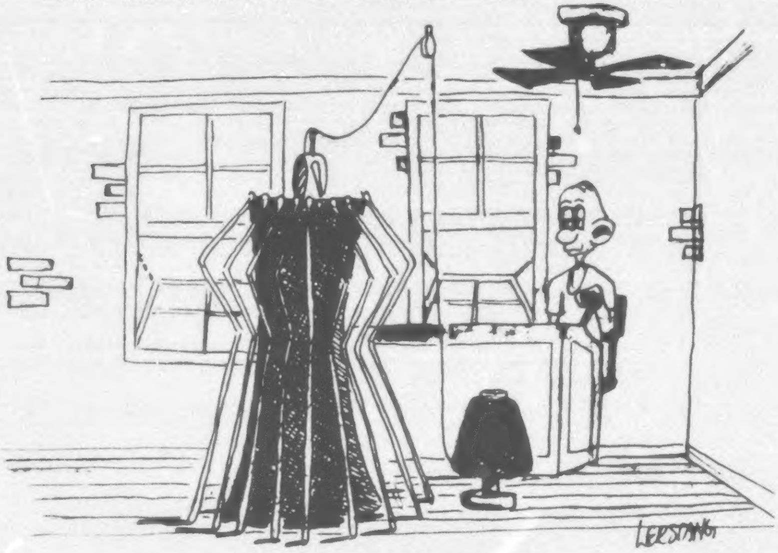
VIEW

VITAL INFORMATION for EDUCATION and WORK

KNITTING MACHINE OPERATOR

D.O.T. 685.885

KNITTING MACHINE OPERATORS make fabrics out of yarn.



Knock-Kneed Kned Knitted Kninety-Knine Knickers on his Knice Knew Knitter.

2

What's It Like To Be A KNITTING MACHINE OPERATOR? D.O.T 685.885

KNITTING MACHINE OPERATORS work in textile mills. They run machines that knit yarn to make fabric.

KNITTING MACHINE OPERATORS keep thin machines supplied with yarn. They remove the empty cardboard cones on which the yarn is wound. They put full cones on the creel (a rack for the cones). They may have to thread new yarn through the machine. If the end of the old yarn is still in the knitter, the new end can be tied to it instead of threading the machine by hand. As the fabric is knitted, the operator wraps the end around a take-up roller. When the roll is full, the operator takes it off the machine and starts a new roll.

KNITTING MACHINE OPERATORS have to watch their machines carefully. They watch for broken yarn. They watch for empty cones. They also watch for mechanical problems. If the yarn breaks the operator repairs it. If the machine breaks the operator calls a mechanic.

A knitting room is well-lighted. Some are air-conditioned. There may be some lint in the air. A knitting machine can be very noisy.

If You Want To Be A KNITTING MACHINE OPERATOR

.You should prefer to work indoors.

.You should like to work around large machines.

.You should not mind working in a very noisy place.

.You should be able to lift up to 100 pounds.

.You should not mind doing the same things over and over.

.You should be able to work standing up for several hours.

To Prepare Yourself Now...

.You may find a job as a *KNITTING MACHINE OPERATOR* more easily if you have some experience in textiles. High school can be a good place to get that experience.

.You should take a course in textiles at an Area Vocational Center while you are in high school.

.You may be able to get a part-time job in a textile mill during your junior or senior year.

Remember!

.About half the textile mills in South Carolina pay the entire cost of some types of employee insurance.

.Many companies share the cost of insurance with their employees.

.Most companies also offer employee discounts, educational assistance, pensions, and retirement plans. Some give vacation bonuses.

.Some textile workers belong to labor unions.

.On-the-job training for a *KNITTING MACHINE OPERATOR* takes about 6 weeks.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 750 *KNITTING MACHINE OPERATORS* during the next 5 years (through 1976). There are few opportunities for promotion. Experienced, reliable *KNITTING MACHINE OPERATORS* may become shift leaders or foremen.

Salary

PAY RANGE: $2.14 to $2.54/hr. (State Average)

Hours

KNITTING MACHINE OPERATORS work days, evenings, or nights; 40 hrs/wk. Many textile mills have swing shifts (workers change shifts each week). *KNITTING MACHINE OPERATORS* may work some weekends (they get other days off during the week).

For More Information Write To:

.Public Relations Division
American Textile Manufacturing Institute, Inc.
1501 Johnston Building
Charlotte, North Carolina 28202

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Battery Hand	29
Card Tender	44
Cloth Inspector	56
Drawing Tender	86
Fly Frame Tender	109
Opener and Feeder Tender	185
Picker Tender	202
Spinner	255
Spinning Doffer	256
Spooler Tender	257
Weaver (Automatic Loom)	293
Winder Operator	296

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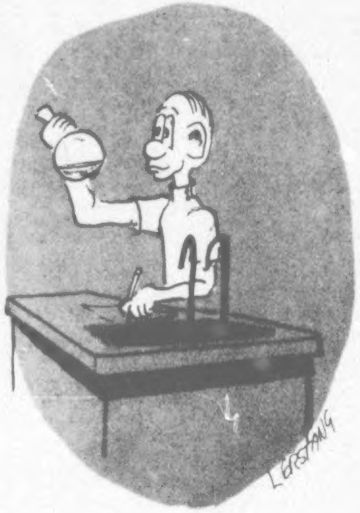
VITAL INFORMATION for EDUCATION and WORK

Laboratory Tester

D.O.T. 029 381

A *LABORATORY TESTER* works with chemists, biologists, agronomists, and other scientists to test for quality control or to aid in research projects.



Hmmm, that sure doesn't look like tomato juice

2

What's It Like To Be A Laboratory Tester?

D.O.T 029.381

LABORATORY TESTERS usually work indoors in clean, well-lighted laboratories. They work for many different industries. They may work for food processing plants, agricultural chemical manufacturers, agricultural feed mills, government agencies, or experimental research stations. *LABORATORY TESTERS* also work for synthetic fiber plants, dye manufacturers, tire producers, paper mills, and many other industries.

LABORATORY TESTERS do different jobs for different companies. They may use many kinds of special tools. A centrifuge whirls mixtures around to separate the heavy parts from the light ones. A torsion balance is used to weigh things. A pH meter measures the strength of acids. *LABORATORY TESTERS* may record the results of their experiments. A *LABORATORY TESTER* may compare results with a table of standards and record the differences, if any. *LABORATORY TESTERS* may use microscopes and magnifying glasses to examine some samples. Some *LABORATORY TESTERS* use calculating machines to see how much of each ingredient is in a product sample. In some jobs a *LABORATORY TESTER* may have to identify samples by odor or taste.

If You Want To Be A Laboratory Tester

.You should have good eyesight (glasses are OK).

.You should have good coordination.

.You should like to work with precision tools like micrometers and electronic testing equipment.

.You should like detailed work that requires a great deal of accuracy.

.You should be able to follow instructions exactly.

.You should want to know what makes things work.

.You should like to work indoors but you should not mind some outdoor work such as collecting samples.

To Prepare Yourself Now...

.You must have at least a high school education.

.High school courses that will help you are: chemistry, biology, physics, algebra, trigonometry, elementary calculus, English, and other college preparatory courses.

.You should consider taking laboratory assistant courses at a regional technical education center.

.You should discuss further educational plans with your guidance counselor or other teachers.

Remember!

.You will probably need at least two years of school training after high school to get a job as a *LABORATORY TESTER*.

.Most *LABORATORY TESTERS* become very highly specialized.

.Many *LABORATORY TESTERS* work part-time in university laboratories helping in research projects while attending college.

.Many employers offer paid vacations and holidays, group insurance, and sick leave.

A Look Ahead...

South Carolina industries and research stations need over 200 new *LABORATORY TESTERS* every year. Most of the jobs are near cities. At this time there are many more jobs available than there are trained people to fill them. With additional training and experience *LABORATORY TESTERS* may become professional chemists. Many *LABORATORY TESTERS* eventually enter sales or management positions.

Salary

Pay Range: [illegible] to [illegible].14/hr. (State Averages)

Hours

LABORATORY TESTERS may work any shift, 35 to 40 hrs/wk.

For More Information Write To:

.Engineers' Council for Professional Development
345 East 47th Street
New York, New York 10017

.National Council of Technical Schools
Room 907
1835 K Street, N.W.
Washington, D. C. 20006

More View Jobs To Think About

TITLE	VIEW CARD #
Histologic Technician	129
Medical Laboratory Technician	163
Medical Technologist	164

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card: Army (Card #16)

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VIEW

VITAL INFORMATION for EDUCATION and WORK

Landscape Gardener

D.O.T. 407 181

A *LANDSCAPE GARDENER* makes yards look good for homes and businesses. He follows other peoples' ideas or develops his own ideas to turn lots into lawns.

The LANDSCAPE GARDENER is a man with a plan for the lay of the land.

2

What's It Like To Be A LANDSCAPE GARDENER? D.O.T 407.181

LANDSCAPE GARDENERS do most of their work outdoors. They plan the arrangement of flowers, trees and shrubbery for private homes, businesses, and government offices. They may grade and terrace a lawn or plan the layout of walks and driveways. They may also install irrigation systems.

LANDSCAPE GARDENERS often have several landscape laborers or groundsmen working for them. They have to know how to use many different power tools and hand tools for gardening. *LANDSCAPE GARDENERS* may have to explain to laborers how to use the tools or how to handle certain plants.

LANDSCAPE GARDENERS also have to know what types of fertilizers to use on different plants, how much water the plants need and how to trim the plants to make them look best. They have to know which plants grow well in the shade and which ones need a lot of sun.

LANDSCAPE GARDENERS may have to be good salesmen to get and keep customers. They have to be artistic to help customers plan attractive lawns. They have to be good supervisors to keep employees happy.

If You Want To Be A LANDSCAPE GARDENER

.You should like to work outside.

.You should have some artistic talent.

.You should enjoy planning jobs and then carrying out your own plans.

.You should be able to give orders.

.You should be able to follow a customer's instructions.

.You should like work that requires you to do some physical labor.

To Prepare Yourself Now...

.You will need a high school education.

.Vocational courses in agriculture and horticulture will help.

.After high school you should plan to take a course in horticulture or landscape design at an area vocational school or technical education center.

.The best preparation after high school is a 4 year college course in ornamental horticulture.

.A vocational course in basic mechanics will help.

Remember!

.If you plan to get college training you should take college preparatory courses in high school.

.Almost all *LANDSCAPE GARDENERS* are men. A related job for women and men is *LANDSCAPE ARCHITECT*.

.Some landscape contractors offer paid vacations and holidays, health and life insurance and retirement plans.

.You must be licensed by the state to start your own business as a *LANDSCAPE GARDENER*.

A Look Ahead...

The demand for *LANDSCAPE GARDENERS* is good throughout South Carolina. Qualified *LANDSCAPE GARDENERS* may become landscape contractors. Some *LANDSCAPE GARDENERS* start their own businesses.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

LANDSCAPE GARDENERS may work anytime the sun is up.

For More Information Write To:

.National Landscape Nurserymen's Association
230 Southern Building
Washington, D. C. 20005

.U. S. Department of Agriculture
Washington, D. C. 20250

More View Jobs To Think About

TITLE	VIEW CARD #
Golf Course Superintendant	124

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VITAL INFORMATION for EDUCATION and WORK

LAUNDRY WORKER

D.O.T. 361 887

A *LAUNDRY WORKER* sorts, labels, and carries laundry from place to place in a laundry or dry cleaning plant.

A LAUNDRY WORKER is a real basket case.

2

What's It Like To Be A LAUNDRY WORKER?

D.O.T 361.887

A *LAUNDRY WORKER* works in a laundry or a combination laundry and dry cleaning plant. A laundry is a hot, noisy place to work. The air is always very damp and there may be a strong odor of chemicals.

A *LAUNDRY WORKER'S* job is usually simple to learn. *LAUNDRY WORKERS* may do only one thing, or many things. They may open bundles of dirty laundry. They may weigh laundry and send it to the marking room. They may mark net bags of laundry for sorting. They sort bags of clean laundry. They sort empty net bags to use again. They stack supplies in a storage room and they load and unload washing machines.

Wet laundry can be very heavy. Even dry laundry may feel heavy by the end of the day. *LAUNDRY WORKERS* may have to work very fast when the laundry has a lot of business.

If You Want To Be A LAUNDRY WORKER

.You should not mind working where the air is warm and damp.

.You should not mind working in a noisy place.

.You should like to work indoors with other people.

.You should like doing the same work over and over.

.You should be able to lift up to 100 pounds and you should enjoy work that makes you use your strength.

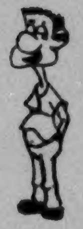
.You should not be bothered by the smell of cleaning fluids.

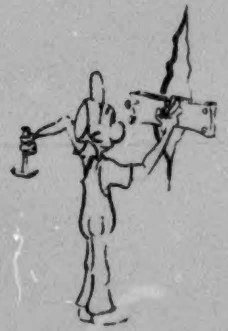
To Prepare Yourself Now...

.You must be able to read and write.

.Some employers will not hire you without a high school diploma.

.Distributive Education may prepare you for a higher paid job in a laundry.





Remember!

.Some employers offer paid vacations and holidays.

.On-the-job training takes 1 day to 1 week.

.Home study courses are available from the National Institute of Dry Cleaning.

A Look Ahead..

The demand for LAUNDRY WORKERS is expected to remain good in South Carolina during the next five years. Most LAUNDRY WORKER'S jobs are in [illegible] cities. There is little opportunity for promotion without extra training in LAUNDRY WORK. Most LAUNDRY WORKERS stay in the same job for years.

Salary

Starting Pay Range: $1.60 to $2.00/hr.

Hours

Most LAUNDRY WORKERS work 40 hrs/wk, days or evenings.

For More Information Write To:

American Institute of Laundering
Joliet, Illinois 60434

Institute of Industrial Launderers
1740 M Street N.W.
Suite 61
Washington, D.C. 20036

More VIEW Jobs To Think About

Title	C/M
Presser (Machine)	[illegible]12
Rag Laborer	225

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card: Navy (Card #177)

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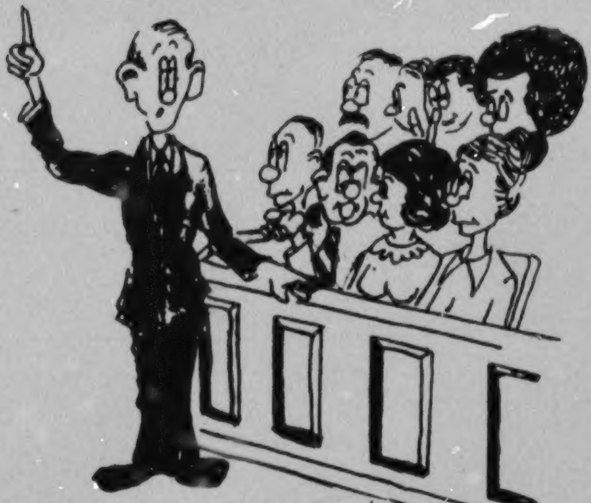
VITAL INFORMATION for EDUCATION and WORK

LAWYER

D.O.T. 110 108

LAWYERS help their clients with legal problems.



...and thus we see that the defendent was not negligent, briefly distracted perhaps, but certainly not inattentive, momentarily lost in thought but...uh...but...

2

What's It Like To Be A Lawyer

D.O.T 110.108

LAWYERS have two main duties. One is to make sure each client gets all the protection possible under the law. The other is to make sure that the community as a whole is also protected by the law.

Many *LAWYERS* specialize by handling only certain kinds of cases. Some handle only criminal cases. They may spend more time in court than other *LAWYERS*. Many *LAWYERS* work for large companies. They handle all the legal work necessary to running a business. Most of their work is aimed at keeping the company out of court. When necessary they also represent the company in court. Some *LAWYERS* review inventions to see if they are original enough to be patented.

All *LAWYERS* do most of their work outside the courtroom. Many cases are settled without even going to court. *LAWYERS* interview clients. They study the laws that apply to each case. They review court records of the results of similar cases. They may do a lot of travelling to interview witnesses and to gather other information.

Most young *LAWYERS* start out working for law firms. With experience and enough money they may start their own law firms. Many experienced *LAWYERS* become business executives. Some become politicians. No matter what kind of work *LAWYERS* do they must read and study constantly to keep up with new developments in their specialties.

If You Want To Be A Lawyer

.You should prefer to work indoors.

.You should not mind constant study to improve your skills.

.You should be good at argument and debate.

.You should like to work with people.

.You should be honest and dependable.

.You should be able to think clearly under pressure.

.You should notice details.

To Prepare Yourself Now...

.You should finish high school with plans to attend a college or university.

.High school courses that will help you are: English, history, and any others recommended by your counselor to prepare for entrance to a college or university.

.All law schools approved by the American Bar Association require at least three years of college for admission to the law school. Some require an undergraduate degree.

Special Entry Requirements

.Before beginning practice a *LAWYER* must pass the State Bar examination.

Remember!

.Many law schools select applicants on the basis of their scores on the Law School Admission Test administered by the Educational Testing Service in Princeton, New Jersey. They also consider grades earned in college.

.There is no required college major for entrance to law school. Some which are commonly considered to offer valuable training are: English, history, political science, economics, sociology, and psychology.

.Recent court rulings requiring state appointed *LAWYERS* for accused persons who cannot afford a *LAWYER* will probably create increased demand for *LAWYERS*.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for only about 45 *LAWYERS* in various specialties during the next four years. Such figures do not include the larger number of self-employed *LAWYERS* or those who work for companies with less than five employees (including the majority of small law firms). Competition for jobs will be great with the best jobs going to top law school graduates.

Salary

A *LAWYER* employed by the federal government starts at a pay rate of over $11,600 per year.

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Self-employed *LAWYERS* work as much as they have to to get the job done right.

LAWYERS in industry, business, and government service usually work 5 days, 40 hrs/wk.

For More Information Write To.

.Association of American Law Schools
One Dupont Circle, NW
Suite 370
Washington, D. C. 20036

More View Jobs To Think About

TITLE	VIEW CARD #
Judge	138
Politician	210

State Department of Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

Legal Secretary D.O.T. 201 368

A *LEGAL SECRETARY* helps lawyers keep their law offices running smoothly.

In that the party of the first part, to wit: Hood, Robin, did, at Sherwood Forest, Nottinghamshire, on or about July 2, 1252, with intent unlawfully to obtain two (2) marbles, one (1) watchspring, and one (1) apple core, communicate to the party of the second part, to wit: Nottingham, High Sheriff of, a threat to kidnap his rubber ducky.

2

What's It Like To Be A Legal Secretary

D.O.T 201 368

A *LEGAL SECRETARY* works in a law office. A *LEGAL SECRETARY* may work for a lawyer, a law firm, or for the legal department of a large business. Some law offices have only one lawyer and one *LEGAL SECRETARY*. Other law offices may have many attorneys and secretaries working together. Most modern law offices have comfortable furniture, thick carpets, draperies and year round temperature control.

LEGAL SECRETARIES may take dictation for letters, memos, and reports. They may keep minutes for meetings. They often type legal papers and speeches. A *LEGAL SECRETARY* may make appointments for the office's clients. *LEGAL SECRETARIES* may act as receptionists in addition to their regular secretarial duties. They usually are responsible for files of letters, case records, and financial records. *LEGAL SECRETARIES* may keep a law office's legal library in order. They may often work as lawyers' research assistants in preparing cases for trial. They often go with lawyers to courtroom trials.

A *LEGAL SECRETARY* rarely works on a strict schedule. *LEGAL SECRETARIES* usually develop very close working relationships with the lawyers who employ them. A *LEGAL SECRETARY* may often work for the same law firm for many years.

If You Want To Be A Legal Secretary

.You should be a very honest person.

.You should be able to keep secrets.

.You should be patient and understanding with other people.

.You should have a clear speaking voice.

.You should have a neat, businesslike appearance.

.You should notice details.

.You should be able to follow instructions exactly.

.You should have good vision and hearing (glasses and hearing aids are OK).

To Prepare Yourself Now...

.You must complete your high school education.

.High school courses that will help you are: English, typing, shorthand, history, civics, business mathematics, and college preparatory courses.

.You should take vocational courses in office occupations.

.You should consider taking secretarial courses at a junior college, a university, or a secretarial school. You should discuss these choices with your guidance counselor and other teachers.

Remember!

.It takes more than a diploma to get a job as a *LEGAL SECRETARY*; good grades are important, too.

.[illegible] must be good stenographers.

.[illegible] become a Professional Legal Secretary.

.There are [illegible] requirements for the title of Professional Legal Secretary

1. You must be a member of the National Association of Legal Secretaries.
2. You must have 5 years of experience as a *LEGAL SECRETARY*.
3. You must pass an examination.

.Most employers offer paid vacations and holidays, group insurance, pension plans, and bonuses.

.Most *LEGAL SECRETARIES* are women.

A Look Ahead...

South Carolina law offices need over 100 new *LEGAL SECRETARIES* every year. Although a *LEGAL SECRETARY* may be promoted to a supervisory position in a large office, most advancement is in the form of pay increases with increased knowledge and experience.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *LEGAL SECRETARIES* work days, 35 to 40 hrs/wk.

For More Information Write To:

[illegible]
[illegible] certification of the National Association of [illegible]

More VIEW Jobs To Think About

TITLE	[illegible]
General Secretary	[illegible]

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Navy (Card #127)

2

State Department of Education
Office of Vocational Education
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VITAL INFORMATION for EDUCATION and WORK

Librarian

D.O.T. 100.168

LIBRARIANS classify, catalogue and preserve books, tapes, records and other resource materials for use by students, businesses, government agencies, and the general public.

My grandfather checked it out June 6, 1903. Is it overdue yet?

What's It Like To Be A Librarian?

D.O.T 100.168

A *LIBRARIAN* works in an office or at the circulation desk of a library. *LIBRARIANS* may work in public or private libraries. There are several specialties in library careers. Four kinds of *LIBRARIANS* are: acquisitions *LIBRARIANS*, reference *LIBRARIANS*, catalogers, and administrators.

An acquisitions *LIBRARIAN* buys the books, films, records, tapes and other materials for a library. Most library materials are bought directly from wholesalers and publishers. When a library needs a book that is out of print, the acquisitions *LIBRARIAN* must try to find it through secondhand bookstores and dealers. The acquisitions *LIBRARIAN* has to know just what kind of books the library will need since it is usually much easier and cheaper to buy books while they are still in print.

A reference *LIBRARIAN* helps people find information. Reference *LIBRARIANS* often help library users with research projects. Reference *LIBRARIANS* may also compile bibliographies and booklists for library users.

A cataloger arranges and classifies books so they can be found easily. Each book is listed on at least three cards in the card catalogue. One lists the book by its title. Another lists the book according to its subject. The third card lists the book by the name of the author.

The library administrator has to be very good at dealing with people. The administrator runs a library the way a manager runs a business. Library administrators write a lot of reports and attend a lot of business meetings. They may also give speeches to clubs, schools, and civic groups.

A modern library is a very comfortable place to work. They are usually air-conditioned. Most have comfortable furniture, carpeted floors and very good lighting.

If You Want To Be A Librarian

- You should prefer to work indoors.
- You should like to work with other people.
- You should have good eyesight, hearing, and speech (glasses and hearing aids are O.K.)
- You should be able to decide what to do next without someone telling you.
- You should like to read!

3

To Prepare Yourself Now...

- You will need a high school education.
- You should start making plans for college.
- You will need at least a masters degree in library science to get a job as a
- High school courses that will help you are: the courses recommended by your counselor to prepare you for a four-year liberal arts program in a college or university.
- A liberal arts program is recommended for most library careers, but some library specialists are available to persons with science or engineering backgrounds.

Remember!

- Accredited schools of library science have placement services for graduates.
- You can get a list of accredited schools of library science from the American Library Association.
- Most employers offer paid vacations, holidays, group insurance, and retirement plans.
- Over 85% of all *LIBRARIANS* are women.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 450 *LIBRARIANS* during the next 5 years (through 1976). A *LIBRARIAN* may need a Ph.D. in library science to get a top administrative position.

4

Salary

Starting Pay Range: $3.54 to $3.90/hr

Hours

Most *LIBRARIANS* work days, 35 to 40 hours/wk.

For More Information Write To:

- American Library Association
50 East Huron Street
Chicago, Illinois 60611

More View Jobs To Think About

TITLE	VIEW CARD #
Library Assistant	149

State Department of Education
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Research Coordinating
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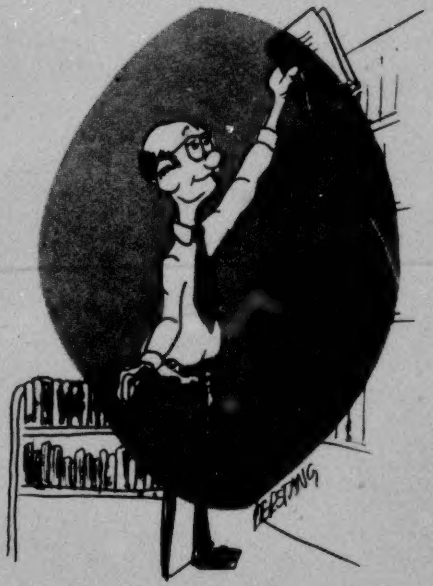
VITAL INFORMATION for EDUCATION and WORK

LIBRARY ASSISTANT

D.O.T. 249 368

A *LIBRARY ASSISTANT* helps a librarian keep up with a library's books.



A LIBRARY ASSISTANT is a legal "bookie".

2

What's It Like To Be A Library Assistant?

D.O.T 249.368

A *LIBRARY ASSISTANT* works in a public library, a college or university library, or the library of a public or private school. A library is usually a very clean, quiet, comfortable place to work.

LIBRARY ASSISTANTS record the due-date on cards to lend books. When books are returned, they check the due-date, examine the books for damage, and collect any fines that may be due. *LIBRARY ASSISTANTS* make lists of overdue books and send notices to the people who have borrowed them. They spend a lot of time sorting books and putting them back on the shelves. They may also repair damaged books with paste and mending tape. *LIBRARY ASSISTANTS* may answer telephone inquiries or help people find reference materials.

LIBRARY ASSISTANTS may have to work standing up most of the day. A *LIBRARY ASSISTANT* may have to work on weekends. A *LIBRARY ASSISTANT* in a school usually works only during regular school hours.

If You Want To Be A Library Assistant

.You should like to work indoors.

.You should enjoy meeting and talking with people.

.You should be able to lift about 50 pounds and to carry 25 pounds.

.You should have normal eyesight and hearing (glasses and hearing aids are OK).

.You should not mind doing the same jobs over and over.

.You must pay close attention to detail.

.You should work well with children.

.You should like to work with numbers and filing systems.

To Prepare Yourself Now...

.You must have a high school diploma to get most *LIBRARY ASSISTANT* jobs.

.High school courses that will help you are English, foreign languages, typing, and business mathematics.

.Vocational courses in office occupations may also help you.

.You may get a part-time job as a *LIBRARY ASSISTANT* while attending college or buisness school.

Remember!

.You usually have to be 18 years old to get a job as a *LIBRARY ASSISTANT*.

.Some libraries require at least 2 years of college or library experience to be hired as a *LIBRARY ASSISTANT*.

.You may be required to type 35 to 40 words per minute.

.Some *LIBRARY ASSISTANT* jobs in U. S. Government libraries require a security clearance.

.Most *LIBRARY ASSISTANTS* are women.

.Some employers offer paid vacations, group insurance, sick leave, and scholarships.

A Look Ahead...

Library facilities are constantly expanding to meet new educational and leisure needs. More *LIBRARY ASSISTANTS* are needed to relieve the load or librarians. Qualified *LIBRARY ASSISTANTS* who continue schooling may advance to librarian positions.

Salary

Starting Pay Range: $1.80 to $2.78/hr.

Hours

Most *LIBRARY ASSISTANTS* work days or evenings, 40 hrs/wk.
LIBRARY ASSISTANTS may work weekends.
Part-time work may also be available.

For More Information Write To:

.American Library Association
50 East Huron Street
Chicago, Illinois 60611

.Division of Library and Educational Facilities
Bureau of Libraries and Educational Technology
Office of Education
U. S. Dept. of Health, Education, and Welfare
Washington, D. C. 20202

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Librarian	148

For armed services training availability in this occupation call the toll-free numbers listed on page of the following VIEW card(s): Air Force (Card #7) Army (Card #16)

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

VIEW

Vital Information for Education and Work

A LICENSED PRACTICAL NURSE D.O.T. 079 378

A *LICENSED PRACTICAL NURSE* helps doctors and registered nurses take care of people who are sick or injured.

A *LICENSED PRACTICAL NURSE is practically a nurse.*

2

What's It Like To Be A Licensed Practical Nurse? D.O.T 079.378

A *LICENSED PRACTICAL NURSE* may work in a hospital, a doctor's office, or a private home. A *LICENSED PRACTICAL NURSE* in a hospital takes care of patients who are not critically ill or helps a registered nurse care for more serious cases. *LICENSED PRACTICAL NURSES* may check and record a patient's temperature and blood pressure. They may give medicines prescribed by the patient's doctor. *LICENSED PRACTICAL NURSES* help patients bathe and see that they are as comfortable as possible. They may change bandages and make beds. They may work in a hospital nursery, in surgery, or may assist in post-mortem care. The *LICENSED PRACTICAL NURSE* may help a registered nurse by sterilizing equipment, carrying supplies, and watching patients for changes in condition.

A *LICENSED PRACTICAL NURSE* in a doctor's office may also do some clerical work or help the receptionist in addition to nursing duties. A *LICENSED PRACTICAL NURSE* caring for a patient at the patient's home may also prepare the patient's meals.

A hospital or a doctor's office is clean, comfortable place to work. It may be depressing to work around people who are sick, in pain, or dying. There is a possibility of exposure to disease and there are some unpleasant odors, noises and sights. In spite of the discouraging things about working in the medical profession, a *LICENSED PRACTICAL NURSE* has the constant pleasure of helping people in need.

If You Want To Be A Licensed Practical Nurse

.You should have a real desire to serve the sick and injured.

.You must be able to make calm, mature decisions in emergencies.

.You must not easily "go to pieces" emotionally.

.You must be able to lift up to 40 or 50 pounds.

.You must be patient, understanding and sensitive to other people's needs.

.You must be able to work on your feet for a long time.

.You must be able to tolerate unpleasant sights, sounds and smells.

To Prepare Yourself Now...

.You will need a high school education.

.You should take high school courses in mathematics, biology, chemistry, and English (grammar and spelling).

.You should take the high school vocational course in practical nursing.

.You may gain some practical experience by working during the summer or after school as a nurse's aide or an orderly in a local hospital.

Special Entry Requirement

.After training you must pass the South Carolina State Board Examinations to receive your license.

.You must weigh within 20% of normal for your height and age.

Remember!

.Correspondence courses are not acceptable training.

.You must not have any diseases other people can catch from you.

.You must not have any criminal convictions.

.*LICENSED PRACTICAL NURSES* may get paid vacations and holidays, life and health insurance, and retirement plans.

.Free uniform laundry is often available.

A Look Ahead..

There is a great demand in South Carolina for *LICENSED PRACTICAL NURSES*. Opportunities for promotion are limited without additional years of training. Most *LICENSED PRACTICAL NURSES* do receive regular pay raises as they gain experience.

Salary

Starting Pay Range: $2.33 to $2.70/hr.

Hours

Most *LICENSED PRACTICAL NURSES* work 40 hrs/wk.. *LICENSED PRACTICAL NURSES* may work days, evenings or nights (night shift usually pays higher). A *LICENSED PRACTICAL NURSE* may be called anytime day or night for emergency work. Part-time work may be available.

For More Information Write To:

.National Association for Practical Nurse
Education and Service, Inc.
122 E. 42nd Street
New York, New York 10017

.National Federation of Licensed Practical Nurses, Inc.
250 West 57th Street
New York, New York 10019

.National League for Nursing, Inc.
Committee on Careers
10 Columbus Circle
New York, New York 10019

More VIEW Jobs To Think About

TITLE	VIEW CARD #
REGISTERED NURSE	228
NURSE AIDE	179
ORDERLY	187

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card: Army (Card #16)

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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Security Commission

VIEW

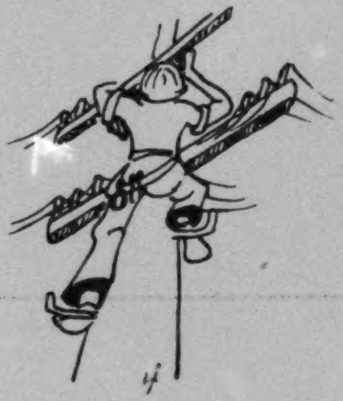
VITAL INFORMATION for EDUCATION and WORK

LINEMAN

D.O.T. 821 381

A *LINEMAN* puts up poles and transmission towers. He strings wires and keeps the poles, connectors and wires repaired.

A
Lineman
is a
wire-totin'
polecat



2

What's It Like To Be A LINEMAN

D.O.T 821 381

A *LINEMAN* works outdoors. Most of the time a *LINEMAN* works high above the ground on a telephone pole or a power line tower. On some towers the *LINEMAN* may work over 100 feet above the ground. A *LINEMAN* may work with low voltage local lines or with high voltage transmission lines. Because of very strict safety regualtions falls and shocks are rare.

Bad weather can cause power failures. When the power goes out the *LINEMAN* has to repair it as quickly as possible. The *LINEMAN* may get an emergency call any time of the day or night. The *LINEMAN* may work a lot of overtime on an emergency job.

LINEMEN help put up poles and towers. *LINEMEN* put wires and other equipment on the poles. They may put steps and crossbars on the poles. They may read blueprints and they must be familiar with electrical regulations or codes.

The work can be very hot in the summer and very cold in the winter. The *LINEMAN* may have to work in rain, snow, and sleet. Of course, the *LINEMAN* gets to work in a lot of fresh air and sunshine, too.

If You Want To Be A LINEMAN

.You should not mind working high above the ground.

.You should have good color vision.

.You must be in very good physical condition.

.You should like to work outdoors.

.You should not mind working in all kinds of weather.

.You should work well with hand tools.

.You should be able to follow instructions well.

.You must be able to take responsibilities.

.You must have steady nerves.

To Prepare Yourself Now...

- .You should finish your high school education.
- .High school courses that will help are: English (spelling and grammar), mathematics, physics, and electric shop.
- .A vocational course in electricity at an area vocational school or technical education center should be discussed with the local Joint Apprenticeship Committee.
- .The Armed Services train *LINEMEN*.

Remember!

- .You must be able to pass a strict physical examination.
- .You may have to take an aptitude test.
- .Some employers offer paid vacations and holidays, sick leave, health and life insurance, and retirement plans.
- .*LINEMEN* never stop studying new things about their jobs.
- .Almost all *LINEMEN* are men.

A Look Ahead...

The demand for *LINEMEN* for power companies and for telephone service is expected to remain moderate but steady during the next five years. New methods of installing lines will prevent the total number of jobs from rising but new *LINEMEN* will be needed to replace those who quit, retire, or die. Qualified *LINEMEN* may become trouble-shooters, installers, supervisors or repairmen. Generally, promotions are better in telephone service than with power companies.

Salary

Starting Pay Range: $2.73 to $3.62/hr.

Hours

Most *LINEMEN* work days, 40 hrs/wk.
LINEMEN may work overtime in emergencies caused by bad weather or accidents.

For More Information Write To:

.Communication Workers of America
1925 K Street, N. W.
Washington, D. C. 20006

.International Brotherhood of Electrical Workers
1125 Fifteenth Street, N. W.
Washington, D. C. 20005

The best way to become a *LINEMAN* is through an apprenticeship. Read the VIEW card titled *LINEMAN APPRENTICE*. VIEW Card #112.

More View Jobs To Think About

TITLE	VIEW CARD #
Telephone Lineman	190

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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Security Commission

VITAL INFORMATION for EDUCATION and WORK

LINEMAN APPRENTICE

D.O.T. 821.381

An apprenticeship is a contract between you and the company you work for. The employer agrees to teach you all the skills needed to perform your job during a 3 to 5 year training period. The employer also agrees to give you regular pay raises as you complete parts of the program. You must agree to complete the training in the time allowed. You must also agree to attend any vocational classes required by the training schedule.

A person sometimes learns a trade as a helper without an apprenticeship agreement, but a helper doesn't earn as much as an apprentice. A helper may not get regular pay raises. A helper may never learn all he needs to know because he won't have a planned program which includes vocational school training or practice in all the job skills.

Following is an example of the type of training you would receive as a Lineman Apprentice:

(1000 hours equal about six months)

I. FIRST YEAR APPRENTICE
  A. Be able to identify the various line materials
  B. Recognize and know by name all tools used by the line crew
  C. Learn the methods of making up various assemblies
    1. Cross arms
    2. Secondary racks
    3. Down guys
    4. Primary and secondary dead ends
  D. Learn how to perform such regular tasks as:
    1. Digging pole-holes and anchor holes
    2. Trimming trees and clearning right-of-way
    3. Keeping line transportation equipment clean and in good operating condition.
  E. Learn what materials are necessary to constitute:
    1. Down guys
    2. Overhead guys
    3. Set of shime
    4. Set of double cross-arms
    5. Single cross-arms
    6. A set of double-arms to be used for mounting a transformer or transformers
  F. Must have knowledge of:
    1. Cutting breakers (Insulators) in guy wires
    2. Proper distance these insulators should be from poles
    3. Splicing wire
    4. Dimensions of the different cross-arms and their relative pin spacing.
    5. Different insulators used for various voltages
    6. Reading of name plate on transformer and determining its size and voltage.
  G. Must become proficient in climbing. Practices only on de-energized equipment. Foremen closely supervises his climbing until he is at ease in his working position on the pole.
  H. Must study diligently the Company's "Safety Handbook", the standards of construction, and the methods of handling the various jobs.
  I. Must attend a Company "Safety Meeting" each week at which time safety precautions and practices are discussed as well as first-aid measures.

II. SECOND YEAR APPRENTICE
  A. First three months must learn to handle secondaries and services only (nothing over 250 volts).
  B. Learn to work with third and fourth year lineman
    1. Installing items of line material on new lines under construction.
    2. Removing and installing material and equipment on de-energized lines being rebuilt or overhauled.
    3. Removing and installing material and equipment on energized lines (5000 volts or less being rebuilt or overhauled).
  C. Must acquire a working knowledge of:
    1. All the different circuits
    2. The voltages they carry
    3. Their relative positions on cross-arms, secondary racks, transformer racks, and structures.
    4. Fusing of transformers and laterals
    5. Connection of transformers to obtain different voltages.

III. THIRD YEAR APPRENTICE
  A. Must become proficient enough to assume responsibility for:
    1. Transfer to straight line poles
    2. Transfer of the less complicated corner poles
    3. Determination of the approved size fuse for any distribution transformers.
    4. Connection of any of the distribution transformers of the various voltages and sizes, whether installed alone, in banks, or in combination.
  B. Must learn the use of live-line maintenance tools for service on 12 KV energized lines.
  C. Must learn how to determine the proper size transformer for a given load in KVA or a given load in horsepower, for both single and three-phased installations.
  D. Must learn to trace trouble on all kinds of circuits.

IV. FOURTH YEAR APPRENTICE
  A. Develops the knowledge and ability to perform assigned tasks involving work on all types of construction and voltages up to 12,500 volts.
  B. Thorough knowledge of the use of live-line maintenance tools.
  C. Must become proficient in the reading of blueprints and diagrams necessary to carry out assigned tasks.
  D. Must be able to determine correct size transformers for any particular job.
  E. Must develop the knowledge and ability to:
    1. Direct and assume supervision over small crews in time of emergency if it becomes necessary.
    2. Assist in teaching the less experienced lineman the duties of his classification and assume responsibility for the less experienced men working with him.

For more information about Lineman Apprentice programs in your area, you should contact either:

Bureau of Apprenticeship and Training
Room 502-A
901 Sumter Street
Columbia, South Carolina 29201

OR

Bureau of Apprenticeship and Training
Room 313, Federal Building
334 Meeting Street
Charleston, South Carolina 29403

State Department of Education
Office of Vocational Education
Research Coordinating
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VIEW

VITAL INFORMATION for EDUCATION and WORK

Locksmith

D.O.T. 709.281

LOCKSMITHS make keys, and adjust or repair locks.

Well, if this one
doesn't work
I may be stuck here
all night.

2

What's It Like To Be A LOCKSMITH

D.O.T 709.281

LOCKSMITHS do most of their work indoors. They do some work in a repair shop. Much work is done on customers' property.

LOCKSMITHS build and repair locks. They use many kinds of hand tools. They may use simple wrenches and screwdrivers to repair some locks. They use special levers, files and guages to repair many kinds of locks. They use metal cutting machines to make new keys for locks.

Some jobs are like solving mechanical puzzles. A *LOCKSMITH* may have to design a key to replace a lost one. *LOCKSMITHS* may design new parts to improve a lock. They may file down tumblers to change combination locks.

A *LOCKSMITH* may also have to be a good salesperson. Customers must be convinced that a *LOCKSMITH* can offer the best security at the lowest possible cost. Security can require more than just standard locks. It may include electric-eye circuits and other electronic devices.

Some work is done sitting down or kneeling. Work on small locks requires little strength. Some heavy work may be needed on safes or large door locks.

Most *LOCKSMITHS* run their own businesses. Others work for large industrial firms, schools, and government agencies.

If You Want To Be A LOCKSMITH

.You should enjoy solving mechanical puzzles.

.You should have a lot of patience.

.You should like to work with hand tools.

.You should not mind working in cramped or awkward positions.

.You should have good eyesight (glasses are OK).

.You should be able to work sitting, standing, or kneeling.

.You should not mind working alone.

.You should follow written instructions well.

To Prepare Yourself Now...

.You should finish high school.

.High school courses that will help you are: machine shop, drafting, business mathematics.

.You should get to know your local LOCKSMITHS.

.A list of schools offering LOCKSMITH training is available from the Associated Locksmiths of America.

Remember!

.A self-employed LOCKSMITH must be a good businessman as well as a good LOCKSMITH.

.LOCKSMITHS spend a lot of time reading and studying to learn about new kinds of locks.

.There are few apprenticeship programs and no formal standards at this time, but on-the-job training usually takes about three years.

.Many employers offer paid vacations, holidays, insurance, health and retirement plans.

A Look Ahead...

The South Carolina Employment Security expects a demand for only about two LOCKSMITHS per year in industrial firms. Their figures do not include self-employed workers. Economic conditions have little effect on jobs for LOCKSMITHS. Nationally there is a general shortage of LOCKSMITHS reported by the self-employed members of LOCKSMITH associations.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Industrial LOCKSMITHS work days, 40 hrs/wk. with occasional overtime.

Self employed LOCKSMITHS average from 40 to 60 hours per week and may work on emergency jobs any time of the day or night.

For More Information Write To:

.Associated Locksmiths of America
C.P.O. 729
Kingston, New York 12401

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

MACHINIST

D.O.T. 600 280

A *MACHINIST* uses many different machine tools to cut and shape metal parts for all types of equipment.

A MACHINIST does good turns for a living.

2

What's It Like To Be A MACHINIST ?

D.O.T 600.280

A *MACHINIST* works in a machine shop. A machine shop can be very noisy and dusty where some of the work is done. Most of the shop is kept very clean and well-lighted.

A *MACHINIST* cuts, grinds, smooths and shapes pieces of metal. The *MACHINIST* studies blueprints and drawings to see what size and shape to make each piece. The *MACHINIST* then clamps the metal block into a machine that spins, cuts, or drills it. The *MACHINIST* controls the shape, size, and depth of the cuts. The *MACHINIST* may constantly oil the part to keep it from getting to hot during the cutting. The *MACHINIST* may do some of the final filing and smoothing with hand tools.

MACHINISTS are employed by all metal-working industries such as automobile and machinery manufacturers. *MACHINISTS* also work in many companies' repair shops. Textile mills hire *MACHINISTS* for equipment maintenance.

A *MACHINIST* has to follow very strict safety regulations when working with high-speed tools. A *MACHINIST* has to follow instructions and drawings exactly because some parts may have to fit together with less than 10 millionths of an inch clearance.

If You Want To Be A MACHINIST

.You should like to work indoors.

.You should be able to tolerate the whine of high-speed machinery.

.You should like to do very detailed, exact work.

.You should take pride in a job well done.

.You should be able to concentrate for long periods of time.

.You should like doing many different jobs each day.

.You should have good vision (glasses are OK).

.You should like to work with hand tools and power tools.

.You should be able to work standing up most of the day.

.You should not mind working in dusty, greasy areas.

To Prepare Yourself Now...

- .You should complete your high school education.
- .High school courses that will help are: English (grammar and spelling), physics, mathematics, mechanical drawing, and shop courses of all kinds.
- .A course in machine shop at an area vocational school or technical education center should be discussed with your local Joint Apprenticeship Committee.

Remember!

- .The Apprenticeship Committee will be looking for people with good academic grades in high school.
- .Most *MACHINISTS* belong to unions.
- .*MACHINISTS* must follow strict safety regulations.
- .Most *MACHINIST* jobs are in large industrial cities.
- .Many employers offer paid vacations and holidays, life insurance, hospitalization, medical and surgical insurance, sickness and accident insurance, and retirement plans.

A Look Ahead...

There will be a good demand for *MACHINISTS* in a variety of companies in South Carolina during the next five years. Qualified all-round *MACHINISTS* may become tool and die makers, instrument makers, or machine programmers. *MACHINISTS* may also be promoted to supervisory positions in a shop. Some *MACHINISTS* open their own machine shops.

Salary

Pay Range: $3.08 to $3.97/hr. (State Averages)

Hours

Most *MACHINISTS* work days, 40 to 48 hrs/wk.

For More Information Write To:

.National Took, Die and Precision Machinery Association
1411 K Street, N.W.
Washington, D. C. 20005

.International Association of Machinists and Aerospace Workers
1300 Connecticut Avenue, N.W.
Washington, D. C. 20005

.International Union, United Automobile, Aerospace and
Agricultural Implement Workers of America
8000 East Jefferson Avenue
Detroit, Michigan 48214

The best way to become a *MACHINIST* is through an apprenticeship. Read the VIEW card titled *MACHINIST APPRENTICE*. VIEW Card # 115

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Set-Up Man	242
Tool & Die Maker	279
Tool Grinder Operator	280

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Navy (Card #177)

State Department of Education
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VITAL INFORMATION for EDUCATION and WORK

MACHINIST APPRENTICE

D.O.T. 600.280

An apprenticeship is a contract between you and the company you work for. The employer agrees to teach you all the skills needed to perform your job during a 3 to 5 year training period. The employer also agrees to give you regular pay raises as you complete parts of the program. You must agree to complete the training in the time allowed. You must also agree to attend any vocational classes required by the training schedule.

A person sometimes learns a trade as a helper without an apprenticeship agreement, but a helper doesn't earn as much as an apprentice. A helper may not get regular pay raises. A helper may never learn all he needs to know because he won't have a planned program which includes vocational school training or practice in all the job skills.

Following is an example of the type of training you would receive as a Machinist Apprentice:

(1000 hours equal about six months)

Approx. Hours

I. INTRODUCTORY INSTRUCTIONS
1. Accompany mechanics to learn names, locations, nomenclature and purpose of productive equipment. 280
2. The use of hand tools, such as taps, drills, files, etc.
3. Observation of power tools.
4. Safety rules and plant regulations.
5. Plant layout - such as locker rooms, cafeteria, production department, hospital, and plant protection office.
6. Departmental paper work including relocation and danger tags.
7. Names and uses of precision tools and get feel of instruments on predetermined sizes.
   a. Inside and outside micrometers.
   b. Inside and outside calipers.
   c. Dial indicator
   d. Depth gage.
8. Observe the type of work in which the apprentice will train.

Approx. Hours

II. MACHINE TRAINING 1200
1. Obtain and learn to use machinists handbook.
2. Learn how existing machine tool is constructed, how it operates, nomenclature and safety habits.
3. Learn how to properly care for each machine tool, clean and lubricate.
4. No specific time alloted, but instructions should be given on: Do-All saw, drill press, pedestil grinder, power hack saw and hydraulic press.
5. Speeds, feeds, depth of cuts and cutters.
6. Apprentice must grind his own tools and set up his own work under guidance of mechanic.
7. Lathe 700
   a. Turn bore and face.
   b. Cut internal and external threads, standard threads, buttress and pipe threads.
   c. Proper measurement of threads.
   d. Three methods of turning tapers.
   e. Maximum of 40 hours of die cast pistons.
8. Milling 300
   a. Gear and rack cutting.
   b. Use end and slab mills.
   c. T. slots and dove tails.
   d. Contour work.
   e. Keyways.
   f. Maximum of 40 hours on die cast goosenecks and nozzles.
9. Grinding
   a. Internal - 100 hours
   b. External - 100 hours
   c. Surface - 100 hours
   d. Become familiar with different types of wheels and their proper usage.
10. Shaper 140
   a. Internal keyway and squares
   b. Contour work
11. Slotter 80
   a. Keyways
   b. Contour work
12. Boring Mill 80
   a. Bore and face
   b. Line bore

MACHINIST APPRENTICE

Approx. Hours

III. PRELIMINARY BENCH AND FIELD — 680
1. Work under very close guidance of mechanic, helping to do mechanics work.
2. Should be about 400 hours repair work and about 280 hours machine work.
3. Apprentice should follow job from start to finish.
4. Apprentice to serve time on all types of equipment including 40 hours stichers, 40 hours riveters, 40 hours on cut-off's 24 hours on box machine, 40 hours on clinchers, and 24 hours on wrapping machine.

IV. WELD AND BRAZE — 80
1. Welding engineer to instruct apprentice in proper method.
2. Learn how and when to weld and how and when to braze.
3. Flumes, gas and air pressure.
4. Care and handling of tanks and gauges
5. Safety habits in Welding.

V. POWER HOUSE — 40
1. Power House Layout.
2. Equipment and its function.
3. Cost of steam and air.
4. No maintenance work to be performed during this period.

VI. HEAT TREAT — 40
1. Principles of heating treating in the Tool Room heat treat section.

VII. METALIZING — 40
1. Study the equipment and its functions.
2. Practice with the equipment to learn how to metalize with different materials under the supervision of a mechanic.

VIII. PRECISION TOOLS — 80
1. Specialized use of precision measuring instruments.
2. Interpret and apply technical specifications.
3. Identify finishes.
4. Set up, layout and dimensional check of fabricated parts.
5. Practice with all available instruments.
6. This period is spent in the Central Inspection department.

MACHINIST APPRENTICE

Approx. Hours

IX. BENCH AND FIELD — 1460
1. Under the guidance of a mechanic, the apprentice will learn and do the work required of a mechanic including at least 120 hours on riveters, 40 hours on clichers, 200 hours on presses, 80 hours on Tool Room machine tools, 100 hours on roll feeds and straighteners.
2. The apprentice should do all of his own machine work during this period, minimum of 300 hours.
3. Mimimum of 40 hours on Bellows equipment.
4. Apprentice will work with a mechanic on any available power house maintenance work, minimum of 80 hours.
5. Minimum of 40 hours on automatic lubricators.

X. MILLWRIGHT — 80
1. Apprentice to work in the Millwright Shop to learn the fundamentals of the Millwright trade.

XI. ENGINEERING — 120
1. Apprentice will follow a special schedule to learn the functions of the Plant Engineering Department.

XII. MAJOR ASSIGNMENTS — 2580
1. The apprentice will do the same work expected of a mechanic with a minimum of instructions including 120 hours of die cast work, 120 hours on stitchers, 120 hours on riveters, 80 hours on clinchers, 400 hours on presses, 120 hours on rolling mills, 200 hours on roll feeds and straighteners, 100 hours on baler, 200 hours on Tool Room machine tools.
2. The apprentice will do all of his machine work, minimum of 400 hours.
3. This period should include any available power house work, minimum of 120 hours.

XIII. SPECIAL ASSIGNMENTS — 600
1. Apprentice meetings - 100 hours
2. Observing special jobs - 100 hours
3. Any other work not covered by schedule

Total 7480 hours or
3 years, 9 mo.

For more information about Machinist Apprentice programs in your area, you should contact either:

John L. Peek, State Supervisor
Bureau of Apprenticeship and Training
Room 502-A
901 Sumter Street
Columbia, South Carolina 29201

OR

Charles A. Sowers, Representative
Bureau of Apprenticeship and Training
Room 313, Federal Building
334 Meeting Street
Charleston, South Carolina 29403

State Department of Education
Office of Vocational Education
Research Coordinating
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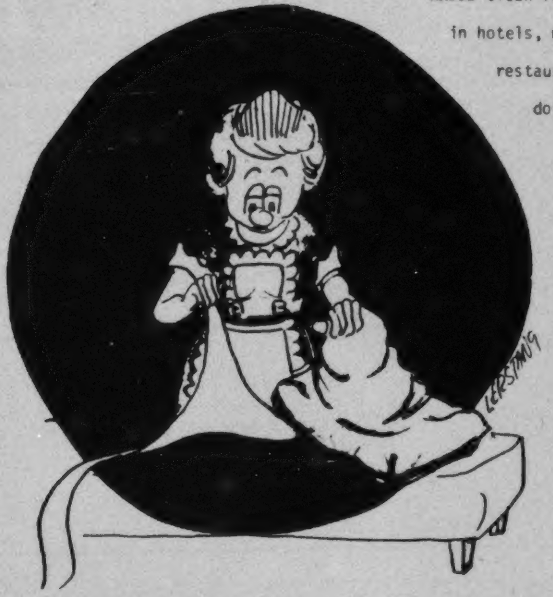
VITAL INFORMATION for EDUCATION and WORK

MAID

D.O.T. 323 887

MAIDS clean rooms and halls in hotels, motels, clubs, restaurants and dormitories.



A MAID can make a bed without any tools.

2

What's It Like To Be A MAID (HOTEL and MOTEL)?

D.O.T 323.887

A *MAID* in a hotel or a motel does the same kind of housekeeping jobs that people do at home. *MAIDS* sweep and mop floors. They dust furniture, clean bathrooms and vacuum carpets and curtains. They empty waste baskets and put fresh towels and soap in bathrooms. They make beds and sort, count, and stack sheets and pillowcases. Some *MAIDS* wash walls, woodwork, and windows. Sometimes they replace light bulbs or hang drapes.

A *MAID* works hard all day, but a hotel or a motel is usually a very nice place to work. The floors are carpeted and the lighting is good. Most hotels and motels are comfortably heated in the winter and air-conditioned in the summer.

If You Want To Be A MAID (HOTEL and MOTEL)

.You should like to work indoors.

.You should like to work by yourself.

.You should like doing housework.

.You should be able to follow instructions.

.You should work well with your hands.

.You should like doing many different simple jobs.

.You should not mind doing some jobs over and over.

.You must be able to stand and walk most of the day.

.You should have a good sense of balance.

.You must be able to stoop and kneel and reach for things.

To Prepare Yourself Now...

.You should be able to read and write English.

.You should have some grade school education.

.Training is on-the-job and takes about four weeks.

.A high school education and Distributive Education may help you get a better job.

Remember!

.*MAIDS* sometimes get tips from guests.

.*MAIDS* may get free uniforms and laundry service.

.Some employers offer paid vacations, health and life insurance, and sick leave.

A Look Ahead...

There is a constant, high demand in South Carolina for dependable *MAIDS*. Jobs may be found in towns of all sizes but there are more jobs in cities with many large hotels and motels. Some *MAIDS* may be promoted to assistant hotel housekeeper, hotel housekeeper, floor housekeeper, or linen room attendant. Most *MAIDS* are never promoted.

Salary

Starting Pay Range: $1.60 to $1.87/hr.

Hours

MAIDS work 40 hrs/wk.
MAIDS may work on weekends and holidays.
MAIDS may work days, evenings, or nights.

For More Information Write To:

.Ask your Guidance Counselor to help you arrange a visit to a nearby hotel or motel.

More View Jobs To Think About

TITLE	VIEW CARD #
Custodian	69
Maintenance Man	158

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

MAIL CARRIER

D.O.T. 233 388

A *MAIL CARRIER* delivers and collects mail for the U. S. Postal Service.

This is a mail male carrier.

2

What's It Like To Be a Mail Carrier

D.O.T 233 388

A *MAIL CARRIER* does some work inside the post office. Most of the time a *MAIL CARRIER* works outside in all kinds of weather. A *MAIL CARRIER* may deliver mail from house to house on foot or by car, truck, or 3-wheeled scooter.

A *MAIL CARRIER'S* day starts at the post office. The mail must be sorted and arranged according to the layout of the delivery route. The *MAIL CARRIER* may drive to the beginning of the delivery route. A *MAIL CARRIER* may then walk the delivery route carrying a 50 pound sack of mail. While making deliveries the *MAIL CARRIER* must collect postage-due charges and get signatures for registered or special delivery mail. The *MAIL CARRIER* also records changes of address and re-addresses mail to be forwarded. The *MAIL CARRIER* may also collect mail from boxes several times a day.

Bad weather might slow the mail down but it doesn't stop the mail. Constant walking and carrying a heavy pack can be hard on a *MAIL CARRIER'S* feet, legs, and back. Dogs can be problems, too.

If You Want To Be a Mail Carrier

- .You should have a good memory.
- .You should follow instructions well.
- .You should be very good at organizing your work.
- .You should notice details.
- .You should not mind doing the same jobs over and over in the same way.
- .You should like work that doesn't require big decisions.
- .You should be strong and healthy enough to lift and carry 50 pounds for long periods.
- .You should have good vision (glasses are OK).
- .You must be honest and dependable.

To Prepare Yourself Now...

.A high school education will help prepare you for the *MAIL CARRIER* examination.

.High school courses that will help you are: English (grammar and spelling), basic mathematics, physical education, and civics.

.*MAIL CARRIERS* are selected by competitive written examinations. The times for the tests are posted in the main post offices and published in local newspapers. The people who score highest are put on a list. When new *MAIL CARRIERS* are needed the people on the list are contacted to fill the jobs.

Remember!

.A *MAIL CARRIER* must be a U. S. citizen.

.A *MAIL CARRIER* must be bondable.

.A *MAIL CARRIER* must have a South Carolina driver's license.

.A *MAIL CARRIER* must wear a uniform (the Postal Service pays a uniform allowance).

.*MAIL CARRIERS* must pass a physical examination.

.*MAIL CARRIERS* are fingerprinted.

.The Postal Service offers paid vacations and holidays, sick leave, group insurance, retirement plans, and a uniform allowance.

A Look Ahead...

There is a moderate but steady demand for *MAIL CARRIERS* throughout the state. Right now there are more applicants than jobs (see Special Entry Requirement above). Qualified *MAIL CARRIERS* may be promoted to supervisor, postal inspector, or assistant postmaster.

Salary

Starting Pay Range: $4.14/hr.

Hours

MAIL CARRIERS usually work days, 40 hrs/wk.

For More Information Write To:

.Visit the nearest office of the U. S. Postal Service.

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Messenger	166

State Department of Education
Office of Vocational Education
Research Coordinating
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VITAL INFORMATION for EDUCATION and WORK

MAINTENANCE MAN

D.O.T. 899.381

A *MAINTENANCE MAN* keeps buildings repaired and looking new.

OK wall,
[illegible] re crack like that
and
I'll plaster you!

2

What's It Like To Be A MAINTENANCE MAN?

D.O.T 899.381

A *MAINTENANCE MAN* works in and around a factory, an office building, or an apartment building. A *MAINTENANCE MAN* does the simple repair work needed to keep a building in good condition. The difference between a *MAINTENANCE MAN* and a custodian is that a *MAINTENANCE MAN* doesn't do any cleaning.

A *MAINTENANCE MAN* must be an all-round handy man. He may have to fill in a cracked wall with plaster and repaint the repaired areas. A *MAINTENANCE MAN* may have to lay brick to patch a wall. He may repair cracks in cement floors or sidewalks. He may replace tiles in floors or bathroom walls. The *MAINTENANCE MAN* may make simple electrical and plumbing repairs. He may replace doors, locks, and hinges. A *MAINTENANCE MAN* may help the custodian move furniture or rugs in the building.

A *MAINTENANCE MAN* has to be careful in his work. If a *MAINTENANCE MAN* isn't careful he may get cut, shocked, burned, or he may fall from a ladder. A *MAINTENANCE MAN* also has to decide when a job is too complicated for him to handle. When a job needs a plumber or an electrician the *MAINTENANCE MAN* may be responsible for calling in the extra help.

If You Want To Be A MAINTENANCE MAN

.You should not mind working indoors part of the time and outdoors part of the time.

.You should not mind working alone or having someone stand around and watch you work.

.You should like doing many different jobs every day.

.You should like not having a regular schedule for each day's work.

.You should be strong enough to lift up to 50 pounds.

.You should be able to decide for yourself what needs to be done.

.You should like to work with all kinds of hand tools and small power tools.

3

To Prepare Yourself Now...

- .A high school diploma may help you get a job as a *MAINTENANCE MAN*.
- .High school courses that will help you are: arithmetic and mechanical drawing.
- .You should take machine shop, carpentry, electricity and masonry courses in your area vocational school.

Remember!

- .You must be 18 years old to start training as a *MAINTENANCE MAN*.
- .Many employers prefer to hire older men as *MAINTENANCE MEN*.
- .A *MAINTENANCE MAN* in an apartment building may live in a free apartment.
- .Some employers offer paid vacations and holidays, health insurance and retirement plans.

A Look Ahead...

There is presently a need for about 60 to 70 new *MAINTENANCE MEN* each year in South Carolina. The demand is increasing slowly. There are few opportunities for promotion among *MAINTENANCE MEN*.

4

Salary

Pay Range: $3.06 to $3.53/hr. (State Averages)

Hours

MAINTENANCE MEN usually work days, 40 hrs/wk. Some work may be needed on weekends or holidays. Emergency repairs may require some night work.

For More Information Write To:

.American Institute of Maintenance
710 West Wilson Avenue
P. O. Box 2068
Glendale, California 91209

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Custodian	69

State Department of Education
Office of Vocational Education
Research Coordinating
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VITAL INFORMATION for EDUCATION and WORK

Manager Department Store D.O.T. 185.168

A *DEPARTMENT STORE MANAGER* operates a large retail business. The store manager performs part of the work personally and part through directing managers of departments within the store.

ENS CLOTHES
TOYS
HARDWAR
LERSTANG

Hmmm .... If I spend my whole paycheck in my own store, how much of it will I get back next month?

2

What's It Like To Be A Department Store Manager? D.O.T 185.168

A *DEPARTMENT STORE MANAGER* manager spends a lot of time behind a desk. *STORE MANAGERS* have to know what is happening in every department of the store. They have to know how much each department is buying. *STORE MANAGERS* study page after page of sales reports, profit and loss statements, and inventory sheets. They also spend a lot of time talking with sales managers, division managers, and personnel managers to find out where improvements are needed.

Whenever possible, *STORE MANAGERS* walk around the sales floor to see conditions first hand. They talk to salespeople and watch them help customers. Most *STORE MANAGERS* like to know every regular employee by name even in a very large store.

A *STORE MANAGER* has to know as much as possible about every department in the store. Most companies train *STORE MANAGERS* by letting them work at many different jobs in the store. Some chain stores require a store management trainee to move to a different store for each promotion.

A modern department store is a clean, comfortable place to work. The manager's office is usually furnished and decorated any way the manager wants it.

A *STORE MANAGER* has more responsibilities than anyone else in the store. The *STORE MANAGER* must watch carefully to see that no one makes mistakes that could lose customers. The manager must take the blame for any loss of sales caused by poor sales efforts or buying mistakes. When the store is doing well, a *DEPARTMENT STORE MANAGER* gets credit for doing a good job--but so does every other employee.

If You Want To Be A Store Manager

- You should like to work with other people.
- You should be willing to accept responsibility for the performance of all the people who work for you.
- You should like to work indoors.
- You should like to work with charts and statistics.
- You should be able to decide for yourself what work needs to be done.
- You should not mind sitting and working at a desk all day.
- You should be able to explain things to other people easily and clearly.
- You should write and speak well.

To Prepare Yourself Now...

- You will need a high school education.
- You should plan to attend a 4-year business school, college or university.
- High school courses that will help you are: the courses recommended by your counselor to prepare you for college.
- Many companies prefer to hire graduates in business administration as management trainees, but a good college record in almost any field can lead to a successful career in the retail industry.
- You can get valuable retailing experience through a distributive education course or part-time sales job while you are in school.

Remember!

- Management training usually takes several years and covers every kind of work in the retail store.
- *DEPARTMENT STORE MANAGERS* get very good discounts on merchandise.
- A management trainee in a large company may have to move from city to city a few times during the training period.
- Most companies have profit sharing plans, group insurance, paid holidays and vacations, and year-end bonuses.

A Look Ahead...

Large retail chains have active recruiting programs on major college campuses throughout the country. The South Carolina Employment Security Commission expects a demand for over 2400 retail and wholesale managers during the next 5 years (through 1976). Many South Carolina jobs in retail chains will be filled by persons from other states. Management trainees recruited in South Carolina may frequently be transferred to other states, primarily in the Southeast, to fill individual company demands.

Salary

Starting Pay Range: (Manager trainee) $2.25 to $3.75/hr

Hours

A *DEPARTMENT STORE MANAGER* works as long as it takes to get the job done. As long as the store does well, nobody counts the hours.

For More Information Write To:

.National Retail Merchants Association
Committee on Careers in Retailing
100 West 31st Street
New York, New York 10001

.American Management Association
135 West 50th Street
New York, New York 10020

More View Jobs To Think About

TITLE	VIEW CARD #
Wholesale Manager	295

State Department of Education
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VITAL INFORMATION for EDUCATION and WORK

MARINE CORPS

D.O.T. 378 999

MARINES are soldiers who take pride in being the "first to fight" in time of war or national emergency.

I'm sure your mama meant well, sonny, but sometimes Marines have to stay out after dark.

2

What's It Like To Be A MARINE

D.O.T 378 999

The *MARINE CORPS* has jobs in about 40 different career fields. Over half of them are open to women. Many *MARINE CORPS* jobs are also done outside the *MARINE CORPS*. Training and experience in the *MARINE CORPS* can help you start a good civilian career after leaving the *MARINE CORPS*.

Many *MARINE CORPS* jobs are done outside. Most Marines serve in combat units. Other outside jobs (besides carrying a rifle) include field artillery, engineering and construction, communications, and surveying. There are also many inside jobs. Every unit needs clerks and typists. There are also jobs in photography, journalism, mechanics, food service, and many technical fields.

MARINE CORPS training starts in Boot Camp. The first few weeks are spent in classrooms and physical training areas. "Boots" learn marksmanship, first aid, and *MARINE CORPS* regulations. The physical training program improves health, strength, and endurance.

Training after Boot Camp depends on the *MARINE CORPS* job selected. Some training programs take only a week. Others last one year, although most take less than 3 months. The longest training programs are open only to those with an extended enlistment.

If You Want To Be A MARINE

.You should have a desire to serve your country.

.You should be willing to work to learn a skill.

.You should like to travel.

.You should follow instructions well.

.You should like to live and work with other people.

.You must be in very good health to pass a strict physical examination.

To Prepare Yourself Now...

.You should finish high school. The *MARINE CORPS* prefers high school graduates.

.High school courses that will help you are physical education and any courses that apply to the *MARINE CORPS* job you want.

Remember!

.Fringe benefits in the *MARINE CORPS* include free meals, free clothing, free housing, free transportation on duty, free medical care, free sports facilities, free legal aid, Exchange and Commissary (low prices), 30 days paid vacations per year, and veterans' benefits.

.If you enlist at 18 and make a career of the *MARINE CORPS* you can retire at 38 (with a lifetime retirement income).

.Free job training includes all books, tools, and other materials.

.Many *MARINE CORPS* officers are selected for training after starting out as enlisted men.

.*MARINE CORPS* service counts toward Civil Service retirement.

.Your choice of jobs will depend on the length of your enlistment, *MARINE CORPS* needs, and your scores on *MARINE CORPS* tests.

.Women are not assigned to combat duty.

A Look Ahead...

The *MARINE CORPS* needs volunteers. •Promotions are regular for those who prove their ability and dependability. Pay raises are regular even for those who are not promoted as often as others.

Salary

Starting Pay: $326.10/month plus fringe benefits.
Extra pay is given for dependants and for combat duty.

Hours

People in the *MARINE CORPS* usually work regular hours up to about 45 hours/week (after training).
MARINE CORPS personnel are "on call", however, 24 hours/day, every day of the year.

For More Information Write To:

.Commandant of the Marine Corps
Headquarters, U. S. Marine Corps (Code DPO)
Washington, D. C. 20380

OR

See your local *MARINE CORPS* recruiter listed in the white pages of the telephone directory under "U. S. Government, Marine Corps".

More View Jobs To Think About

TITLE	VIEW CARD #
Air Force	7
Army	16
Coast Guard	59
National Guard	176
Navy	177
Peace Corps	194

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VIEW

Vital Information for Education and Work

Mathematician

D.O.T. 020.088

MATHEMATICIANS solve practical and theoretical problems for businesses, government agencies, schools and research institutes.

Now, if Fred has 5 more apples than Johnny; and Johnny has twice as many apples as Sue; and, together, they have 30 apples ....

What's It Like To Be A Mathematician?

D.O.T 020.088

A *MATHEMATICIAN* usually works in an office. A *MATHEMATICIAN* at a college or university may work in a classroom part of the time.

Many *MATHEMATICIANS* work in the research departments of many kinds of companies. Some *MATHEMATICIANS* work for companies that do nothing but research for other companies.

MATHEMATICIANS often work with other *MATHEMATICIANS*. They also work with computer programmers, data analysts, and statisticians.

A *MATHEMATICIAN* may use a simple calculator called a slide rule. Many *MATHEMATICIANS* use new types of electronic calculators so small they will fit in a shirt pocket. Some problems take hours to solve even on a very large computer. Many other mathematical problems have not yet been solved with any kind of calculator.

MATHEMATICIANS do two kinds of work. Theoretical *MATHEMATICIANS* work with pure mathematics. They are concerned only with the relations of mathematical ideas to each other. They do not worry about the relation of the mathematical ideas to anything in everyday life.

Applied *MATHEMATICIANS* are concerned with mathematical solutions to "practical" problems. They use mathematics to study such things as space travel, social science, or even the effects of new drugs on diseases.

Of course, applied *MATHEMATICIANS* aren't the only ones who do "useful" work. The ideas of theoretical *MATHEMATICIANS* are often used to solve some very difficult "practical" problems.

If You Want To Be A Mathematician

- You should like to work indoors.
- You should enjoy mathematics.
- You should have a good imagination.
- You should have an active curiosity.
- You should work easily with abstract ideas.
- You should not mind sitting at a desk most of the day.

To Prepare Yourself Now...

- You will need a high school education.
- You will need at least a bachelor's degree in mathematics and more jobs are requiring the master's degree. For a teaching job in a college or university mathematics department you will need a Ph.D. degree.
- High school courses that will help you are: the courses your counselor recommends to prepare you for entrance to a college or university plus all the extra mathematics courses you can get.

Remember!

- About one-half of all *MATHEMATICIANS* in the United States work for private industries in research and development or administration.
- About one-third of all *MATHEMATICIANS* in the United States work for colleges and universities.
- Training in data processing and computer programming is becoming more important for research *MATHEMATICIANS*.
- Many college or university *MATHEMATICIANS* also work as consultants for businesses and industries.
- About 10% of all *MATHEMATICIANS* in this country are women.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 350 *MATHEMATICIANS* during the next 5 years (through 1976). Well-trained *MATHEMATICIANS* often have opportunities to advance into high level positions in management and administration in universities or in companies engaged in research and development.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *MATHEMATICIANS* in private industry work days, 35-40 hrs/wk. A *MATHEMATICIAN* in a college or university often works more than 40 hrs/wk.

For More Information Write To:

- American Mathematical Society
  P.O. Box 6248
  Providence, Rhode Island 02904

More View Jobs To Think About

TITLE	VIEW CARD #
Teacher, College	269
Teacher, Elementary	270
Teacher, Physical Education	271
Teacher's Aide	272
Teacher, Secondary	273
Teacher, Special Education	274

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VITAL INFORMATION for EDUCATION and WORK

Medical Assistant

D.O.T. 079.368

MEDICAL ASSISTANTS help doctors treat patients in hospitals, private offices, clinics, and nursing homes.

Gee, Mr. Simpkins! Yours is
the first request we've ever
had for a *body* *transplant!*

2

What's It Like To Be A Medical Assistant?

D.O.T 079.368

MEDICAL ASSISTANTS help doctors. They may work wherever doctors work. Some work in hospitals. Many *MEDICAL ASSISTANTS* work in clinics. Most *MEDICAL ASSISTANTS* work in doctors' offices.

Part of a *MEDICAL ASSISTANT'S* job is like a secretary's job. The *MEDICAL ASSISTANT* may also prepare bills and do the banking for the office or clinic. *MEDICAL ASSISTANTS* also compile information for insurance companies. They may help elderly patients fill out medicare forms.

The rest of a *MEDICAL ASSISTANT'S* job is like a nurse aide's job. *MEDICAL ASSISTANTS* take patients' temperatures. They may check the patients' height and weight. *MEDICAL ASSISTANTS* also sterilize instruments. They usually stand by during examinations to hand the doctors whatever instruments they need.

Some doctors' offices only have one *MEDICAL ASSISTANT*. A clinic or doctors' group will often have many *MEDICAL ASSISTANTS*. In a large office the assistants usually divide the work so that each assistant only has a few duties.

A hospital, clinic, or doctor's office is a clean, comfortable place to work. Sometimes things get very busy and a *MEDICAL ASSISTANT* may not get many chances to sit down or take a break. *MEDICAL ASSISTANTS* are exposed to diseases just like doctors and nurses are. If you like helping people, though, there are few jobs outside of medical practice that offer as much opportunity to help people who really need help.

If You Want To Be A Medical Assistant

- You should like to work indoors.
- You should have a pleasant, friendly personality.
- You should want to help other people.
- You should be able to work standing up a lot.
- You must be very careful not to make any mistakes in your work.
- You should be able to keep secrets.
- You should not be easily upset emotionally.
- You should be calm in emergencies.
- You should write and speak well.

To Prepare Yourself Now...

- You will need a high school education.
- You should take vocational courses in health occupations while you are in high school.
- Other high school courses that will help you are: chemistry, biology, physiology, physics, English, bookkeeping, accounting, shorthand, and typing.
- You should consider taking courses at a Technical Education Center which will lead to an associate degree in health technology.
- Some colleges offer two-year *MEDICAL ASSISTANT* programs.

Remember!

- The American Association of Medical Assistants certifies *MEDICAL ASSISTANTS* who pass a written test and who also meet the following requirements: over 21 years of age; 3 years experience in a hospital, clinic, or doctor's office or 2 years of college study and 1 year of experience.
- You can often get a better job if you are a Certified Medical Assistant.
- Many doctors offer paid vacations and holidays, free medical care, and group insurance plans.
- Some doctors and clinics give financial help to *MEDICAL ASSISTANTS* who want additional schooling.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 250 *MEDICAL ASSISTANTS* during the next 5 years (through 1976). Advancement to higher paying medical positions requires additional schooling.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *MEDICAL ASSISTANTS* work 40 hrs/wk. Many *MEDICAL ASSISTANTS* work evenings or part of the weekend.

For More Information Write To:

- American Association of Medical Assistants
  200 East Ohio Street
  Chicago, Illinois 60611

More View Jobs To Think About

TITLE	VIEW CARD #
Anesthesiologist	11
Surgical Technician	265
X-Ray Technician	298

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VIEW

VITAL INFORMATION for EDUCATION and WORK

Medical Lab Assistant D.O.T. 078.387

MEDICAL LAB ASSISTANTS make routine tests in medical laboratories to help treat and identify diseases.

Well, what do you know .... there really is a diamond in my engagement ring?

2

What's It Like To Be A Medical Lab Assistant?

D.O.T 078.381

A *MEDICAL LAB ASSISTANT* usually works in an hospital. Some *MEDICAL LAB ASSISTANTS* work in clinics and doctor's offices.

A *LAB ASSISTANT* works with other people trained in medical schools. A doctor (pathologist) is often in charge of the laboratory. There may be medical technologists (4 years of college training) in the lab. Many *MEDICAL LAB ASSISTANTS* work closely with medical lab technicians (associate degree).

MEDICAL LAB ASSISTANTS make routine tests to help identify and treat diseases. They may take blood samples from patients. They may prepare slides to be examined with a microscope. *MEDICAL LAB ASSISTANTS* may identify blood types and perform other tests as directed by laboratory supervisors.

MEDICAL LAB ASSISTANTS clean glassware used in the laboratory. They mix the solutions used in tests. They also keep careful records of all the tests made in the laboratory.

A hospital laboratory is a very clean place to work. It is usually very comfortable and well-lighted. There may be a few strong odors, but there is little danger of injury or exposure to diseases if the job is done right. *LABORATORY ASSISTANTS* rarely deal directly with patients except for such things as blood tests.

If You Want To Be A Laboratory Assistant

- You should like to work with other people.
- You should work well as a member of a team.
- You should like to work indoors.
- You should have good eyesight (glasses are O.K.)
- You should be calm in emergencies.
- You should be able to handle delicate equipment without breaking it.
- You must be able to work accurately even when you are in a hurry.
- You should be able to pay attention to what you are doing even when you are bored.
- You should not mind doing some of the same things over and over again.

To Prepare Yourself Now...

- You will need a high school education.
- You will need to take a one-year course at a hospital school or Technical Education Center to become a Certified Laboratory Assistant (CLA).
- High school courses that will help you are: biology, chemistry, algebra, geometry, and physics.

Remember!

- Graduates of a Certified Laboratory Assistants school can take an examination for registration with the Board of Registry of the American Society of Clinical Pathologists (A.S.C.P.).
- Registered Certified Laboratory Assistants (A.S.C.P.) usually get the best jobs.
- A two-year TEC course instead of a one-year TEC course can qualify you as a medical laboratory technician doing much of the same work as an assistant, but with more responsibility and higher pay.
- Many hospitals provide free uniforms and free uniform laundry for *LABORATORY ASSISTANTS*.
- Hospitals usually offer paid vacations and holidays, accident insurance, and health insurance.
- Some hospitals help *LAB ASSISTANTS* pay for night school courses to qualify them as laboratory technicians.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 200 *MEDICAL LAB ASSISTANTS* during the next 5 years (through 1976). A *MEDICAL LAB ASSISTANT* doesn't have much chance of promotion without additional school study.

Salary

Starting Pay Range: $2.12 to $3.03/hr

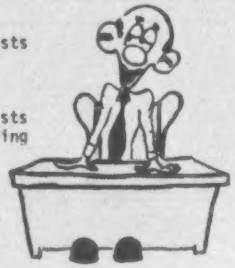
Hours

Most *MEDICAL LAB ASSISTANTS* work days, 40 hrs/wk. Some hospital laboratories have evening and night shifts.

Weekend and part-time work is usually available.

For More Information Write To:

- Board of Schools
  American Society of Clinical Pathologists
  2100 W. Harrison Street
  Chicago, Illinois 60612
- American Society of Medical Technologists
  Suite 1600, Hermann Professional Building
  Houston, Texas 77025
- Department of Medicine and Surgery
  Veterans Administration
  Washington, D.C. 20421



More View Jobs To Think About

TITLE	VIEW CARD #
Histologic Technician	129
Laboratory Tester	143
Medical Technologist	164

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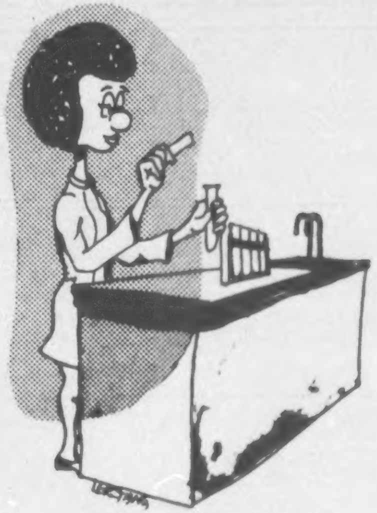
The South Carolina Employment
Security Commission

VITAL INFORMATION for EDUCATION and WORK

Medical Technologist

D.O.T. 078.168

MEDICAL TECHNOLOGISTS make laboratory tests for hospitals, clinics, nursing homes, private physicians, and research groups.



You have to be pretty dumb to flunk a blood test.

2

What's It Like To Be A Medical Technologist?

D.O.T

A *MEDICAL TECHNOLOGIST* usually works in a hospital laboratory. Some *MEDICAL TECHNOLOGISTS* work in clinics, nursing homes, or doctors' offices. A *MEDICAL TECHNOLOGIST* may also work for businesses that do medical and biological research.

The technologist is usually a supervisor in a medical laboratory. They guide and instruct other laboratory workers. Other laboratory workers are medical technicians and medical lab assistants. A *MEDICAL TECHNOLOGIST* often works closely with a doctor called a pathologist.

MEDICAL TECHNOLOGISTS perform many kinds of tests in the laboratory. They may make blood tests and urine tests. They may examine body cells for signs of cancer. They may identify viruses or bacteria that cause diseases.

A technologist doing research work might set up new ways of making laboratory tests. Some *MEDICAL TECHNOLOGISTS* teach courses in medical technology. A few *MEDICAL TECHNOLOGISTS* only do lab work to show other people how to do it.

A hospital laboratory is a very clean place to work. There may be some strong chemical odors but modern air conditioning helps control them. There is not much danger of injury or disease when lab work is done correctly. Except for things like blood samples, the medical technologist doesn't see many patients.

If You Want To Be A Medical Technologist

.You should like to work with other people.

.You should prefer to work indoors.

.You should be able to write and speak clearly.

.You should be able to give instructions so that they are easily understood.

.You should be calm in emergencies.

.You should appreciate big responsibilities.

.You should have good color vision.

.You should work very accurately even when you are in a hurry.

To Prepare Yourself Now...

- You will need a high school education.
- You will need three years of college study including courses in biology, chemistry, and mathematics.
- You will also need one year of study at a school of medical technology.
- You should contact schools of medical technology to find out what colleges or courses they recommend for your first three years of college.

Remember!

- Graduates of a school of medical technology approved by the American Medical Association can take an examination for registration with the American Society of Clinical Pathologists (A.S.C.P.)
- Medical technologists registered with the A.S.C.P. usually get the best jobs.
- Many hospitals provide free uniforms and free uniform laundry for laboratory technologists.
- Hospitals usually offer paid vacations and holidays, accident insurance, and health insurance.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 350 *MEDICAL TECHNOLOGISTS* during the next 5 years (through 1976). Experienced laboratory technologists may be promoted to positions as high as chief medical technologist in a hospital. Graduate study may be necessary for many teaching and research positions.

Salary

Starting Pay Range: $3.30 to $4.01/hr

Hours

Most *MEDICAL TECHNOLOGISTS* work days, 40 hrs/wk.
Some hospital laboratories have evening and night shifts.
Some weekend or holiday work may be required.

For More Information Write To:

.Board of Schools
American Society of Clinical Pathologists
2100 W. Harrison Street
Chicago, Illinois 60612

.American Society of Medical Technologists
Suite 1600, Hermans Professional Building
Houston, Texas 77025

.Department of Medicine and Surgery
Veterans Administration
Washington, D. C. 20421

More View Jobs To Think About

TITLE	VIEW CARD #
Histologic Technician	129
Laboratory Tester	143
Medical Laboratory	163

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Office of Vocational Education
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VITAL INFORMATION for EDUCATION and WORK

MENTAL HEALTH TECHNICIAN D.O.T. 079.128

MENTAL HEALTH TECHNICIANS help to maintain or improve the sanity of other people.

All he needs is a little patience, understanding and ...GET THAT BRAT OUT OF MY SIGHT!

What's It Like To Be A Mental Health Technian D.O.T 079.128

MENTAL HEALTH TECHNICIANS help mentally ill patients. They work in state mental hospitals and clinics. They work in the psychiatric wards of other hospitals. Many work in special schools for the mentally retarded. They also work in social programs that help emotionally disturbed people in their own homes.

The exact job duties of a *MENTAL HEALTH TECHNICIAN* depend on the place of employment. *MENTAL HEALTH TECHNICIANS* work in many different departments of state mental hospitals. They may guide patients in such creative activities as art, dance, and music. They may interview new patients. They may instruct the families of patients who are leaving the hospital so they can continue to improve at home. In schools for the mentally retarded they may become teachers. In clinics and social services they often make home visits.

Some job duties are always the same. Technicians have to become very familiar with each patient's problems. This takes a lot of concentration, listening, and sensitive observation. Technicians may spend a lot of time writing detailed reports of their cases. They spend more time talking with professional social worker, doctors, psychiatrists, and psychologists. They often work very closely with occupational therapists.

Even an experienced technician will not always know what to expect from a patient. In a hospital or clinic there is plenty of help nearby if a patient suddenly becomes violent. In home visits problems may occur which the technician must solve alone. All mental health workers must try not to become too discouraged by the large number of patients who never improve very much.

If You Want To Be A Mental Health Technician

.You should have a sincere desire to help other people.

.You should be very calm and emotionally mature.

.You should be a good listener.

.You should have a good memory.

.You should be willing to take a close look at yourself, admitting and working to correct your own faults.

.You should be very honest.
.You should not be easily discouraged by failure.
.You should work well as a member of a team.

To Prepare Yourself Now...

- .You should complete high school with plans to take a two year Mental Health Technician course at a Technical Education Center.
- .High school courses that will help you are: English, sociology, psychology, and biology.
- .Your guidance counselor can help you contact TEC centers that offer a Mental Health Technician program.

Remember!

- .Because this is a very new occupation, Mental Health Technicians are employed at many different levels of responsibility. Job hunting can be complicated.
- .Most employers offer hospitalization insurance, paid vacations and holidays, and sick leave.
- .Many institutions have financial aid programs for *MENTAL HEALTH TECHNICIANS* who want to work toward a more advanced degree.
- .The unpredictable behavior of some mentally ill patients can be a strain on the nerves.

A Look Ahead...

Because some areas are more eager to hire technicians rather than professionals while other areas hire very few technicians, the job demand varies greatly both in South Carolina and in the rest of the nation. To find the best jobs a *MENTAL HEALTH TECHNICIAN* may have to shop around and could have to move to another area of the state. Promotion opportunities also vary from area to area and are different in each type of hospital, clinic, nursing home, or government agency. Continued education usually increases promotion opportunities.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *MENTAL HEALTH TECHNICIANS* work days, 40 hrs/wk.

For More Information Write To:

.Department of Health, Education, and Welfare
National Institute of Mental Health
5600 Fishers Lane
Rockville, Maryland 20852

More View Jobs To Think About

TITLE	VIEW CARD #
Psychiatrist	218
Psychologist	219

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Research Coordinating
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VIEW

VITAL INFORMATION for EDUCATION and WORK

Messenger

D.O.T. 230.878

MESSENGERS make deliveries and run errands for many kinds of businesses.

The "Pay Check Dash"

2

What's It Like To Be A Messenger?

D.O.T 230.878

MESSENGERS work indoors and outdoors. They work for many kinds of businesses. Some MESSENGERS work for banks. Other MESSENGERS work for government offices.

A MESSENGER may carry paperwork from office to office in a large building. Some MESSENGERS deliver important papers to other companies. MESSENGERS may also run personal errands for other workers in an office. They may pick up sandwiches, coffee, and other refreshments. They mail letters and make bank deposits.

Some MESSENGERS walk. Some MESSENGERS ride bicycles or motorcycles. A MESSENGER may also drive a truck or a van. Some MESSENGERS even use roller skates in very large buildings (such as the Pentagon Building in Washington, D.C.)

Some days just don't seem long enough to make all the deliveries. A MESSENGER may be very tired at the end of a busy day. Some days seem much too long. A MESSENGER may sit around most of the day with nothing to do.

The job can be a lot of fun for someone who doesn't like to spend the whole day in one place. MESSENGERS usually do get to move around a lot, although they may go to some of the same places over and over again. On a nice day most MESSENGERS can find some excuse to get outside awhile. Of course, a MESSENGER might have to go outside some on bad days, too.

If You Want To Be A Messenger

- You should like to meet people.
- You should follow instructions well.
- You should have an honest reputation.
- You should prefer not to work in one place.
- You should have good eyesight and hearing (glasses or hearing aids are O.K.)
- You should work well without anyone watching you.
- You should not get lost easily.

To Prepare Yourself Now...

- You don't need a high school education to do the work, but many employers won't hire a *MESSENGER* without a high school diploma.
- High courses that will help you are: English (grammar and spelling), typing, and driver education.
- You may be able to get a part-time job as a *MESSENGER* while you are still in school.

Remember!

- Some *MESSENGERS* must have a security clearance or be bonded.
- Some *MESSENGER* jobs may be filled by persons with physical handicaps.
- A *MESSENGER* may need a driver's license.
- Most employers offer paid vacations, holidays, and group insurance.
- Most *MESSENGERS* work in city offices.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 250 *MESSENGERS* during the next 5 years (through 1976). *MESSENGERS* usually need additional education and training to get promotions.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *MESSENGERS* work days, 40 hrs/wk. Part-time and weekend work is often available.

More View Jobs Think About:

TITLE	VIEW CARD #
Mail Carrier	157

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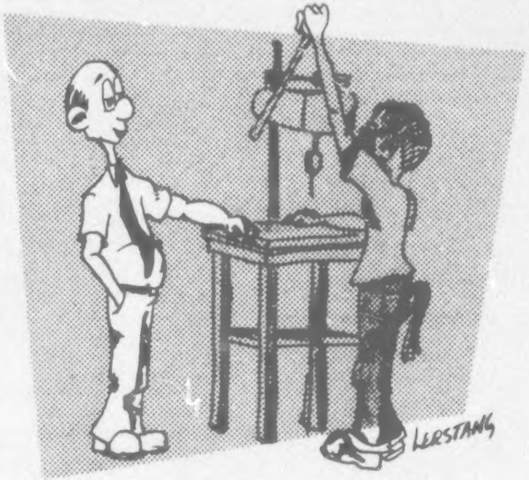
VIEW

VITAL INFORMATION for EDUCATION and WORK

METAL MACHINERY FOREMAN

D.O.T. 609.130

METAL MACHINERY FOREMEN train and supervise workers in machine shops.



.... and if you do a good job, you
get to keep doing it

2

What's It Like To Be A METAL MACHINERY FOREMAN?

D.O.T 609.130

A *METAL MACHINERY FOREMAN* works indoors. The foreman supervises, trains, and sets up work schedules for machine tool operators. The foreman should know how to do the job of every man in the machine shop. A *METAL MACHINERY FOREMAN* may supervise drill-press operators, punch-press operators, tool grinder operators, set-up men and many other machine shop workers. This means that the foreman has to know a lot about the operation of many different machines.

A foreman must also understand people. A foreman's job is halfway between the managers and the machine tool operators. A foreman may help a manager decide who should be promoted and who should be fired. Managers tell foremen what changes they want to make. The foremen may have to explain the changes to the operators without making them feel pushed around. Sometimes the operators want some changes. The foreman must be able to pass the word to the managers without making them feel pushed. One of the hardest jobs may be getting a change made that is the foreman's own idea. If a foreman isn't very careful about the way new ideas are suggested, the managers and the operators might be upset. A "pushy" foreman may find himself pushed .... right out the door. Of course, a good foreman should stand up for a good idea.

A machine shop is a noisy place to work. Some machine tools have parts that are very heavy and very sharp. The foreman and the operators must work carefully, following all the company's safety rules. Some metal machinery can be dirty or greasy, but the foreman doesn't usually do that part of the work. Some days the foreman just walks around the shop and watches the operators.

If You Want To Be A METAL MACHINERY FOREMAN

.You should like to work with mechanical things.

.You should like to work with other people.

.You should be able to explain things to other people.

.You should be able to follow instructions well.

.You should be able to assist people without "getting in the way."

.You should not mind taking the responsibility for other people's work without taking the credit for their work.

.You should be willing to spend several years operating different machine tools to qualify yourself for a foreman's job.

.You should prefer to work indoors.

To Prepare Yourself Now...

- .If you want to be any kind of foreman or supervisor, you will need a high school diploma.
- .High school courses that will help you are: algebra, geometry, English, typing, and physical science.
- .You should take vocational courses in machine shop and blueprint reading at an Area Vocational Center while you are still in high school.
- .You should continue your training after high school by taking courses in industrial metalworking at a Technical Education Center.

Remember!

- .Some machine shops have educational assistance programs for machine tool operators who want to qualify for promotions.
- .Most employers offer paid holidays and vacations.
- .Some companies pay Christmas bonuses and offer employee discounts on company merchandise.
- .Many companies pay for funeral leave, jury duty, and military service training.
- .Most companies have pension plans, profit sharing, and other retirement benefits.
- .It usually takes a good machine tool operator at least two or three years to learn enough to become a foreman. (In some companies you still won't be promoted to foreman until you have been on the job longer than anyone else who is qualified.)

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 200 *METAL MACHINERY FOREMEN* during the next 5 years (1972-76). A foreman is rarely promoted since he has what is usually the top job in a machine shop. Some foremen may open their own shops or apply for a manager's job.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

A *METAL MACHINERY FOREMAN* usually works 40 hours per week on any shift.

For More Information Write To:

.The National Tool, Die and Precision Machining Association
1411 K Street NW
Washington, D. C. 20005

More View Jobs To Think About

TITLE	VIEW CARD #
Plant Manager	204
Production Foreman	215

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VIEW

VITAL INFORMATION for EDUCATION and WORK

Meteorologist

D.O.T. 025.088

METEOROLOGISTS study weather and other atmospheric effects.

A weather forecaster named Joe
Predicted a forty inch snow.
"Nine chances in ten",
He said with a grin,
"And one chance I'm wrong, don't you know."

2

What's It Like To Be A Meteorologist

D.O.T 025 088

METEOROLOGISTS are scientists who study the atmosphere. They do most of their work indoors. They do have to go outside to do part of their work no matter what the weather is like. They are usually outside for only a short time, though.

Most METEOROLOGISTS are weather forecasters. Forecasters predict the weather for the next day, the next week, or even for the next month. They collect weather reports from all over the world. Many reports now come from weather satellites. Computers help make weather maps from the reports. Some maps show weather patterns at ground level. Others show what the weather is like at different altitudes for pilots.

Forecasters at small weather stations have many duties. They observe local weather. They may draw weather maps. They gather reports from other weather stations. They make weather predictions. They may also supervise other work in the station. Forecasters in large stations usually specialize in just one or two kinds of work.

Many METEOROLOGISTS work in weather research. Some study the physics of the air. They study the ways water vapor becomes rain, snow, sleet, hail, or fog. They also study lightning and other electrical properties of the air. Other METEOROLOGIST study winds, climate changes, or instrument design. Some research methods of controlling the weather.

METEOROLOGISTS use many kinds of instruments. They use barometers to measure air pressure. They use anemometers to measure wind speed. They use hygrometers to measure humidity. They also use weather satellites and computers to observe and predict the weather.

If You Want To Be A Meteorologist

.You should like to work indoors.

.You should be able to work outside in all kinds of weather for brief periods.

.You should like scientific and mathematical work.

.You should notice details.

.You should have a good memory.

.You should write and speak well.

.You should not mind reading and studying a lot.

To Prepare Yourself Now...

- You should finish high school with plans to study meteorology at a college or university.
- High school courses that will help you are: any courses recommended by your guidance counselor to prepare you for a science major at a college or university.
- The armed forces offer some training programs for *METEOROLOGISTS*.

Remember!

- Some *METEOROLOGISTS* get to work in places that most people never see, like at the South Pole, on top of high mountains, in deserts, or on tropical islands.
- Some people blame weather forecasters for bad weather.
- Government employees get paid vacations, holidays, group insurance, and very good retirement plans.
- The best starting jobs go to the *METEOROLOGISTS* with the best education.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for only about 10 *METEOROLOGISTS* in South Carolina during the next four years. The national outlook is expected to remain good during the next five years. Many top jobs require a master's degree or a doctorate.

Salary

METEOROLOGISTS working for the national Weather Bureau earn from $7,694 per year to about $30,000 per year depending on seniority, experience, and educational background.

Hours

Forecasters may work any shift, 40 hrs/wk.
Other *METEOROLOGISTS* usually work 5 days 40 hrs/wk.

For More Information Write To:

.U. S. Weather Bureau
Environmental Science Services Administration
Department of Commerce
Washington Science Center, Building 5
Rockville, Maryland 20852

.American Meteorological Society
45 Beacon Street
Boston, Massachusetts 02108

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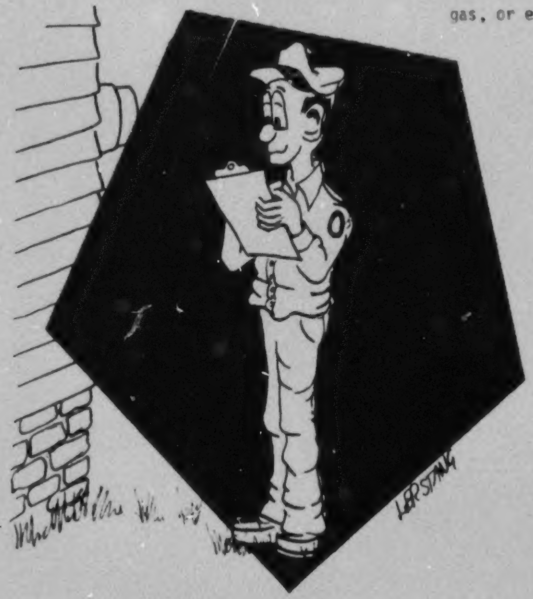
VIEW

VITAL INFORMATION for EDUCATION and WORK

METER READER

D.O.T. 239 588

A *METER READER* checks the amount of water, gas, or electricity a customer uses.



Power to the people.

2

What's It Like To Be A METER READER

D.O.T 239 588

METER READERS usually work outside. They record the amount of gas, water, or electricity used by a home or business each month. The meters have numbered dials that turn as the gas, water, or electricity is used. *METER READERS* write down the numbers shown on the dials. The differences between the new numbers and the ones from the last reading show the amounts used by the customers.

A *METER READER* follows a strict route each day to make sure he doesn't miss any meters. The *METER READER* usually drives to the beginning of his route each day. The *METER READER* parks his car and walks from meter to meter until he finishes the day's route. The *METER READER* then drives back to the company office, fills out the reports for that day and gets the account sheets ready for the next day.

Sometimes customers ask a *METER READER* about their bills. The *METER READER* must be pleasant and courteous when answering customers' questions. *METER READERS* also have to watch out for dogs when they are walking through customers' yards. Sometimes the meters are in the basement of a building or too high to reach without a ladder. *METER READERS* work in good weather and bad weather.

If You Want To Be A METER READER

.You should like doing the same job over and over.

.You should like knowing exactly how much work you will have to do each day.

.You should be able to follow instructions exactly.

.You must be able to pay close attention to detail.

.You must be able to use arithmetic accurately.

.You should enjoy meeting and talking to people.

.You must be able to walk from house to house all day.

.You must not be afraid of heights or small dark rooms.

.You must have good vision (glasses are OK).

To Prepare Yourself Now...

.You will need a high school education.

.High school courses that will help are: mathematics, electric shop, English (spelling and grammar), and driver education.

.You should ask your counselor about opportunities in Distributive Education.

Remember!

.Some utility companies require *METER READERS* to be bonded.

.You may need a driver's license to get a job as a *METER READER*.

.On-the-job training lasts about 30 days.

.*METER READERS* are sometimes required to wear uniforms (the company usually will pay a uniform allowance if they require the uniform).

.Some employers offer paid vacations, sick leave, health and life insurance, and retirement plans.

A Look Ahead...

The demand for *METER READERS* is expected to increase slowly in South Carolina during the next 5 years. Increased use of automatic meter reading will limit future job openings. Qualified *METER READERS* may be promoted to supervisory positions. Some *METER READERS* become route collectors, field servicemen, or customer servicemen.

Salary

Starting Pay Range: $2.41 to $3.17/hr.

Hours

Most *METER READERS* work days, 40 hrs/wk.
Some night work may be required.
Overtime is sometimes necessary.

For More Information Write To:

.International Brotherhood of Electrical Workers
1125 15th Street, NW
Washington, D. C. 20005

OR

.CONTACT YOUR LOCAL UTILITIES

More View Jobs To Think About

TITLE	VIEW CARD #
Service Station Attendant	241

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VIEW

VITAL INFORMATION for EDUCATION and WORK

MINISTER

D.O.T. 120 108

MINISTERS are religious leaders.

Making change from the collection plate is okay - but some of you jokers are taking out more than you put in!

2

What's It Like To Be A MINISTER

D.O.T 120 108

MINISTERS are religious leaders. They have different titles in different religious groups. Protestant ministers are often called pastors or preachers. In the Catholic faith the minister is called a priest. A Jewish minister is called a rabbi. *MINISTERS* in the Armed Forces are usually called chaplains.

A *MINISTER* has many duties. One duty is religious teaching. Most have regular classes for new members and older children preparing to join the church or synagogue. They may also hold special classes for adult members who wish to do religious work. They also teach with sermons. Most *MINISTERS* spend many hours studying and preparing each sermon. Others make very little formal preparation, depending on divine inspiration for the sermon. Services may be very formal in some congregations with no origianl work used in the sermon. In such cases the sermon is read from a holy book.

MINISTERS also conduct special services called sacraments. Depending on the church and the religion, sacraments may include weddings, baptism, confirmation (joining the church), burial, communion, confession, and special ceremonies for holy days.

MINISTERS also help the members of their congregations deal with daily problems. They visit sick people and try to make them feel more cheerful or confident. They counsel people with personal problems. They also may visit some members to ask them to attend services more often. Most *MINISTERS* are also very involved in social work and charities.

If You Want To Be A MINISTER

.You should have strong religious convictions.

.You should be very sensitive to the spiritual and emotional needs of other people.

.You should be very patient and understanding.

.You should be friendly and unselfish.

.You should be able to keep secrets to yourself.

.You should have a good sense of humor.

.You should be healthy enough to work long hours.

.You should value the welfare of others above your own.

.You should not be easily upset emotionally.

To Prepare Yourself Now...

.You should finish high school with plans to attend college or seminary.

.High school courses that will help you are those recommended by your guidance counselor to prepare you for entrance to a college.

.Most protestant faiths require a college degree (usually in liberal arts) plus three years study at a seminary.

.Rabbis are trained in seminaries. The type of courses and the amount of time necessary depends on whether the rabbi is a member Orthodox, Conservative, or Reform Judaism.

.Roman Catholic priests spend four years in a seminary after college.

.You should discuss your plans with your own pastor, priest or rabbi.

.You should work actively in your church or synagogue.

Remember!

.Some congregations have "lay ministers" with little or no formal training.

.*MINISTERS* are expected to be very good people.

.Many religious groups prefer that *MINISTERS* be unmarried.

.Some congregations provide *MINISTERS* with housing, pensions, and retirement programs.

.*MINISTERS* may be expected to hire clerks and maintenance people, prepare church budgets, and keep business records.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for over 60 additional *MINISTERS* during the next four years. A steady demand is also created by the need to replace *MINISTERS* who retire or die. Promotions usually involve more administrative work.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

MINISTERS in small, rural churches usually get part of the weekly "collection". Most *MINISTERS* are paid a regular salary. *MINISTERS* do not usually make a lot of money. The spiritual rewards are greater than the financial.

Hours

MINISTERS are "on call" at all times. They usually spend most of their spare time studying and writing.

For More Information Write To:

.Talk to your local *MINISTERS*.

More View Jobs To Think About

TITLE	VIEW CARD #
Missionary	171

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

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VIEW

VITAL INFORMATION for EDUCATION and WORK

MISSIONARY

D.O.T. 120 108

MISSIONARIES are religious teachers who work to spread their beliefs in new areas.

Saying "grace" won't help you keep a good man down.

2

What's It Like To Be A MISSIONARY

D.O.T 120 108

MISSIONARIES teach religious ideals to non-believers. They also try to help primitive people live more comfortably. *MISSIONARIES* do not provide luxuries, but they do provide improved health care. They may also teach better methods of farming. The main job of American missionaries is to bring more people into Christian churches.

A mission is supplied and supported by a church or group of churches. Members of the church volunteer to serve as *MISSIONARIES*. They work in many parts of the world. Some work with primitive tribes in undeveloped areas such as the Amazon jungles of South America. Others work in more highly civilized areas such as Indian or European cities. There are also *MISSIONARIES* who work in all areas of the United States.

As soon as several new "converts" are made, the mission begins the work of organizing a new church. The members must be taught enough about their new faith to be able to teach new members that join the church later on. Once the new church is well-established, the *MISSIONARIES* move into other areas. Some Christain churches teach that missionary work is the duty of every member. For these groups every church is also a mission.

Missionary work in primitive areas can be very hard. Living conditions may be very bad, especially in the beginning. Unless the sponsoring church is very wealthy there is rarely enough money to help the people physically as much as the *MISSIONARIES* would like to. The spiritual work can also be hard. Many people get very angry when told that their religion is false.

If You Want To Be A MISSIONARY

.You should have very strong religious beliefs.

.You should have a great love for other people.

.You should not mind working long hours in unpleasant conditions.

.You should not be discouraged easily.

.You should belong to an organized church.

.You should not believe that any other faith can offer salvation.

.You should have a strong sense of obligation to "convert" others to your religion.

.You should try to live so that others can see in you the ideals of your faith.

To Prepare Yourself Now...

.You should work actively in an established church.

.You should finish high school.

.High school courses that will help you are: business mathematics, typing, foreign language, English, and wood shop.

.You should find out if your church requires seminary training for its *MISSIONARIES* (some do).

Remember!

.A missionary must believe that his or her religion is the one true faith; that, without it, one's soul is eternally damned. A missionary who doesn't believe this will have a very hard time getting anyone to give up a "heathen" religion.

.Not all *MISSIONARIES* work in primitive areas.

.Missionary work can be physically dangerous.

.Other religions besides Christianity also sponsor missionary work.

.*MISSIONARIES* must "practice what they preach".

.Some chruches require a period of missionary work from every member.

A Look Ahead...

The demand for Christian missionaries is greater than the number of volunteers. Less than one third of the world's population is Christian. Those who feel an obligation to become missionaries usually feel that they are doing such important work that promotions are not even considered. Some do become administrators of missionary programs. Many spend part of their time raising money to support missions.

Salary

The salary paid a missionary depends on where the mission is located. It is usually just enough to live on. Some faiths expect their missionaries to live on charity. *MISSIONARIES* consider the spiritual reward far more important than money.

Hours

MISSIONARIES, like ministers and soldiers, are "on call" 24 hours a day, every day of the year.

For More Information Write To:

.Talk to your local ministers.

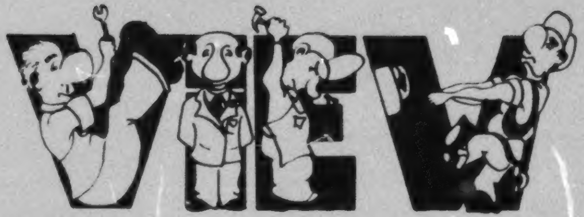
More VIEW Jobs To Think About

TITLE	VIEW CARD #
Minister	170

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission



VITAL INFORMATION for EDUCATION and WORK

MORTICIAN

D.O.T. 187.168

MORTICIANS help people dispose of the dead in a respectful manner.

...And this is our "Dracula" model.

Its a flip-top box with a built in stake.

2

What's It Like To Be A MORTICIAN

D.O.T 187 168

MORTICIANS prepare bodies for burial or cremation. They also serve the family of the deceased. In fact, most of the work is a service to the living. Funeral services are intended to make the impact of death as gentle as possible for the survivors.

Death is a sure thing, but it's occurrence is often unexpected. It is the shock to the living that makes a *MORTICIAN'S* job an emergency service. A family that experiences a death is under a great emotional strain. All mortuary workers must remain aware of that strain and do nothing to make it any worse. The body must be treated with respect and dignity. The legal and financial arrangements must be made as easy and simple as possible.

MORTICIANS must be very familiar with local and state laws on embalming and burial. They must be familiar with insurance procedures. They must know how burial services are conducted by many different religious groups. They must also know how to deal with the psychological problems of death.

There is also a technical side to the *MORTICIAN'S* work. The body must be embalmed as a sanitary measure. The body fluids are drained and replaced with a fluid that disinfects and preserves the remains. Cosmetic techniques are used to restore the body to a more lifelike appearance. Restoration of the body is considered necessary for the family to have a pleasant memory of the deceased.

If You Want To Be A MORTICIAN

.You should have a real desire to help other people.

.You should have neat, conservative habits of dress.

.You should be honest and straight-forward.

.You should be courteous and tactful.

.You should remain calm during emotional stress.

.You should not be greatly depressed by death.

.You should have a good artistic sense.

To Prepare Yourself Now...

- .You should graduate from high school with plans to take a one-year course in mortuary science.
- .High school courses that will help you are: biology, physiology, zoology, chemistry, art, music, and English.
- .You should also take a course in first aid. (Some funeral homes operate ambulance services.)
- .You should contact local funeral service directors to see what local employment is available. You may be able to find a part-time job around a mortuary while you are still in school.

Special Entry Requirements

- .Minimum age for *MORTICIANS* and funeral directors is 21.
- .A license is required.
- .A diploma from an accredited school of mortuary science and a two-year apprenticeship are required to get a license.
- .The apprenticeship must be served in this state and the apprentice must register with the State Board of Funeral Service.

Remember!

- .It takes a population of six thousand to ten thousand people to provide enough business to keep a funeral parlor operating.
- .Modern sanitary methods have greatly decreased, but not entirely eliminated, the *MORTICIAN'S* risk of contagious disease.
- .It takes a lot of money to open your own funeral parlor because the equipment is very expensive. Operating costs are also high.
- .Very few funeral parlors go out of business each year since deaths are very dependable occurrences.
- .Many mortuaries offer bonuses, sick leave, holidays, paid vacations, retirement plans, and group insurance.

A Look Ahead...

The South Carolina Employment Security Commission expects a continued slight decline in the need for *MORTICIANS* during the next five years. Nationally the demand for new *MORTICIANS* is also low. Persons interested in this career should obtain firm job commitments from established funeral parlors before starting to mortuary school. With enough money and experience this is a good field in which to open your own business.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *MORTICIANS* work from 40 to 48 hrs./wk.
Evening and weekend work is often required on an emergency basis.

For More Information Write To:

.National Foundation of Funderal Services
1600-1628 Central Street
Evanston, Illinois 60201

More VIEW Jobs To Think About

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
Office of Vocational Education
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VITAL INFORMATION for EDUCATION and WORK

Motorcycle Mechanic

D.O.T. 620 281

A *MOTORCYCLE MECHANIC* is a specialist in small engine repair.

A motorcycle mechanic is a hot hog handler

2

What's It Like To Be A MOTORCYCLE MECHANIC

D.O.T 620 281

A *MOTORCYCLE MECHANIC* works in a motorcycle repair shop. The repair shop is often owned by a motorcycle dealer. The *MOTORCYCLE MECHANIC* may repair damaged motorcycles or do routine tuneups for the dealer's customers. The *MOTORCYCLE MECHANIC* may also assemble new motorcycles. Some *MOTORCYCLE MECHANICS* specialize in customizing and speed tuning.

A motorcycle repair shop can be a noisy place to work. There may be gasoline odors and exhaust fumes. Parts are often dirty and greasy. The *MOTORCYCLE MECHANIC* uses many hand tools and power tools. He must use all tools correctly and carefully to avoid cuts, bruises, and burns.

A good *MOTORCYCLE MECHANIC* can do motor and transmission repairs, electrical work, and brake jobs. He should also be able to do painting, lubrications, and frame repair. The *MOTORCYCLE MECHANIC* may need to use testing equipment, spray guns, and welding torches in addition to the usual mechanics' tools.

A *MOTORCYCLE MECHANIC* may have to test ride a motorcycle after the repair work is finished. A good way to learn a lot about the job is by working on a motorcycle of your own.

If You Want To Be A MOTORCYCLE MECHANIC

.You should like to work indoors.

.You should like working with tools.

.You should not mind working with greasy or dirty parts.

.You should not mind the odor of gasoline or exhaust fumes.

.You should be strong enough to lift up to 50 pounds.

.You should have a lot of patience and a willingness to accept responsibility.

.You should like detailed work.

.You should like to work by yourself.

.You must have normal vision (glasses are OK) and normal hearing (a hearing aid is OK, too).

.You should not mind doing a job over until it is right.

To Prepare Yourself Now...

.A high school eudcation will help you get the job.

.High school courses that will help are: machine shop, auto shop, metal shop, and basic mathematics.

.A course in small engine repair at an area vocational school will give you excellent training.

.Some motorcycle dealers offer free training courses.

Remember!

.A *MOTORCYCLE MECHANIC* is usually expected to be a good motorcycle rider (must have license).

.*MOTORCYCLE MECHANICS* are expected to own their own hand tools.

.Many *MOTORCYCLE MECHANICS* start out as automobile mechanics.

.Some employers offer paid vacations and holidays, life insurance, and health plans.

A Look Ahead...

There is a growing demand in South Carolina for well-trained *MOTORCYCLE MECHANICS*. A qualified *MOTORCYCLE MECHANIC* may be promoted to service manager or shop foreman. Some *MOTORCYCLE MECHANICS* open their own motorcycle repair shops.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *MOTORCYCLE MECHANICS* work days, 48 hrs/wk.
Some *MOTORCYCLE MECHANICS* work part-time.

For More Information Write To:

.Automotive Service Industry Association
168 North Michigan Avenue
Chicago, Illinois 60604

The best way to become a *MOTORCYCLE MECHANIC* is through an apprenticeship. Read the VIEW card titled *MOTORCYCLE MECHANIC APPRENTICE*. VIEW Card # 127.

More View Jobs To Think About

TITLE	VIEW CARD #
Airframe & Power Plant Mechanic	6
Automobile Mechanic	14
Diesel Mechanic	54
Farm Equipment Mechanic	70

State Department of Education
Office of Vocational Education
Research Coordinating
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VITAL INFORMATION for EDUCATION and WORK

Motorcycle Mechanic Apprentice

D.O.T. 620.281

An apprenticeship is a contract between you and the company you work for. The employer agrees to teach you all the skills needed to perform your job during a 3 to 5 year training period. The employer also agrees to give you regular pay raises as you complete parts of the program. You must agree to complete the training in the time allowed. You must also agree to attend any vocational classes required by the training schedule.

A person sometimes learns a trade as a helper without an apprenticeship agreement, but a helper doesn't earn as much as an apprentice. A helper may not get regular pay raises. A helper may never learn all he needs to know because he won't have a planned program which includes vocational school training or practice in all the job skills.

Following is an example of the type of training you would receive as a Motorcycle Mechanic Apprentice:

(1000 hours equal about six months)

		Approx. Hours
1.	Fundamentals of the two and four-cycle air-cooled motors	3
2.	Valve grinding and seating	3
3.	Servicing eight different types of motors	3
4.	Cylinder boring, honing, and fitting the pistons	6
5.	Flywheel alignment and balancing	6
6.	Timing gears and the three-way oil pump	6
7.	Transmissions, carburetors and generators	9
8.	Speed, brakes, and racing and police motors	12
	Total	48 months or 4 years

For more information about Motorcycle Mechanic Apprentice programs in your area, you should contact either:

Bureau of Apprenticeship and Training
Room 502-A
901 Sumter Street
Columbia, South Carolina 29201

OR

Bureau of Apprenticeship and Training
Room 313, Federal Building
334 Meeting Street
Charleston, South Carolina 29403

State Department of Education
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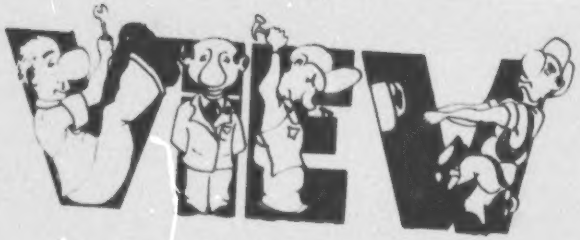

VITAL INFORMATION for EDUCATION and WORK

Musician

D.O.T. 152 048

And a one, and a two....

What's It Like To Be A MUSICIAN

D.O.T 152 048

Most *MUSICIANS* perform for audiences. Many are also music teachers. A few work in hospitals, special schools, and nursing homes as music therapists.

Performing *MUSICIANS* work in many different places. Some perform with symphony orchestras in large concert halls. Others work with small bands in restaurants, nightclubs, and hotels. Many perform at social events like dancers. *MUSICIANS* are also hired by television or motion picture studios. Many *MUSICIANS* also make recordings. Concert halls and theaters are usually comfortable places to work. Band platforms in restaurants and nightclubs may be hot and poorly lighted. Dance performances can be in almost any conditions from a comfortable ballroom to a drafty gymnasium.

Few performing *MUSICIANS* have steady, year-round jobs. Some are able to make a better living by teaching public or private music lessons. Others are full-time teachers who perform in their spare time. Many high school and college music teachers also give private lessons.

The job of music therapist is a fairly new occupation. Musical performances are used to make patients happier. Happy patients usually recover more quickly. Music lessons can also be a big help to some mental patients. Music therapists must not only be good *MUSICIANS*. They must also know a lot about psychology.

No matter whether a *MUSICIAN* works as a performer, a teacher, or a therapist a great amount of time is spent practicing. *MUSICIANS* never stop studying and learning more about music.

If You Want To Be A MUSICIAN

.You should really love music.
.You should have good coordination.
.You should have good hearing.
.You should be able to keep track of several things at once.
.You should like being in front of an audience.
.You should have a good sense of pitch and rhythm.
.You should have a good memory.
.You should be willing to study and practice for many years.

To Prepare Yourself Now...

.You should finish high school.

.High school courses that will help you are: Music (band, chorus, music theory, history of music) and if you plan to attend college, any college preparatory courses recommended by your guidance counselor.

.The greatest opportunities for *MUSICIANS* are more easily gained with advanced study. Many colleges and universities offer degrees in music. Music therapists, teachers in public schools, and college music teachers all need college backgrounds. Even with unusual talent, the formal training at a good school of music can make a big difference in job opportunities.

.You should take advantage of every chance to perform in bands, combos, or as a soloist (if you play a suitable instrument).

Remember!

.Some concert symphonies have "seasons" that last half a year or less. The rest of the year, the *MUSICIANS* have to find some other way to earn a living.

.Many *MUSICIANS* earn part of their living at other jobs because it can be very hard to find steady work as a *MUSICIAN*.

.Many professional *MUSICIANS* belong to musicians' unions. Union members get group insurance rates, pension and welfare plans, and (usually) unemployment insurance.

.Most *MUSICIANS* work with other *MUSICIANS* (even a solist is often accompanied).

.Performing *MUSICIANS* often do a lot of travelling.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for about 200 *MUSICIANS* during the next four years. Over half of the new *MUSICIANS* will be needed as music teachers. Only about ¼ of them will be needed as performers. There are many more *MUSICIANS* than jobs for *MUSICIANS*. Competition is expected to remain high for many years.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Union "scale" is the minimum wage that can be paid to a member of a musicians' union. The best *MUSICIANS* usually make much more than the union scale.

Hours

Performing *MUSICIANS* usually work evenings.

Many more hours are spent practicing and rehearsing than actually performing.

Full time teachers usually work days 25 to 35 hours/week. They also spend many more hours practicing or preparing lessons.

For More Information Write To:

.The American Federation of Musicians of the United States
and Canada, AFL-CIO, CLC
641 Lexington Avenue
New York, New York 10022

.Music Educators National Conference
8150 Leesburg Pike
Vienna, Virginia 22180

.The American Music Conference
150 East Huron
Chicago, Illinois 60611

More View Jobs To Think About

TITLE	VIEW CARD #
Singer	250

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s):
Army (Card #16) Navy (Card #177)

State Department of Education
Office of Vocational Education
Research Coordinating
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Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

NATIONAL GUARD

D.O.T. 378.999

SUPPLY SGT
LERSTANG

Dear Mom,

This is a nice summer camp. Yesterday the sergeant let me shoot a real gun. Then, he said I could play with his typewriter until he gets out of the infirmary.

2

What's It Like To Be A National Guardsman

D.O.T 378 999

The *NATIONAL GUARD* has two branches. One is the Army National Guard. The other is the Air National Guard. The Army National Guard provides an extra reserve of trained manpower for the Army in much the same way as the Army Ready Reserve. The Air National Guard serves the same purpose for the Air Force. In addition to the reserve capability the *NATIONAL GUARD* units can be called upon by the governor of the state to help out in emergencies. *NATIONAL GUARD* units may help victims of natural disasters such as tornados or floods. They may protect property from rioters. The Federal Government can also call on the *NATIONAL GUARD* for the same kind of work. In times of national emergency *GUARD* units may be activated for combat.

Guardsmen begin their training just like regular members of the Army or Air Force. Basic Training covers such subjects as regulations, first aid, marksmanship, and physical fitness. Specialized training lasts another 2 to 4 months. So, after about 4 to 6 months of active duty the Guardsman returns to the state unit. State units meet one weekend per month for training and practice. During the summer each *GUARD* unit spends two weeks at an Army or Air Base.

The *NATIONAL GUARD* offers the advantage of a military career and a civilian career at the same time. Except for summer camp, the *GUARD* units train near home. Training in the *GUARD* can often help you advance faster in your civilian career.

If You Want To Be A National Guardsman

.You should have a desire to serve your country.

.You should be willing to work to learn a skill.

.You should prefer to work near your home.

.You should follow instructions well.

.You should work well as a member of a team.

.You should be in good enough health to pass a physical examination.

To Prepare Yourself Now...

.You don't have to be a high school graduate to get into the *NATIONAL GUARD* if you score well on the qualification tests. You may need a diploma to get a civilian job, however, and you should remember that the *NATIONAL GUARD* is not a full-time employer.

.High school courses that will help you are those that apply to the military job you want.

Remember!

.You must be between 17 and 26 years old to join the *NATIONAL GUARD*.

.Many *NATIONAL GUARD* positions are open to women.

.Fringe benefits are much the same as the Army or Air Force while on active duty (during training, 2-week summer drills, and emergency call-up).

.If you enlist in the *NATIONAL GUARD* at 18 and make a career of the *NATIONAL GUARD* you can retire at 38 with an income based on rank and length of service.

.Free job training includes all books, tools and other materials.

.Your choice of jobs will depend on *NATIONAL GUARD* needs and your scores on qualification tests.

A Look Ahead...

The *NATIONAL GUARD* needs volunteers. Promotions are regular for those who prove their ability and dependability. Pay raises are regular even for those who are not promoted as often as others.

Salary

Starting Pay: $326.10/month plus fringe benefits (during the active duty part of training).
After training the pay starts at $10.24/day for weekend drills and summer camp.

Hours

NATIONAL GUARD members attend 48 drill periods plus 2 weeks summer training camp each year.

The *NATIONAL GUARD* is "on call", however, 24 hours/day, every day of the year.

For More Information Write To:

.National Guard of South Carolina
Office of the State Adjutant General
1225 Bluff Road
Columbia, South Carolina 29201

ATTENTION: R & R Officer

OR

See your local *NATIONAL GUARD* recruiter listed in the white pages of the telephone directory under "National Guard, Army" or "National Guard, Air".

More View Jobs To Think About

TITLE	VIEW CARD #
Air Force	7
Army	16
Coast Guard	59
Marine Corps	160
Navy	177
Peace Corps	194

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VIEW

VITAL INFORMATION for EDUCATION and WORK

NAVY

D.O.T. 378 999

Well...here I am, girls -

your irresistible man in uniform.

2

What's It Like To Be In The Navy

D.O.T 378 999

There are over 300 different jobs available in the *NAVY*. Women may work in most of them. Many *NAVY* jobs are also available outside the *NAVY*. Training and experience in the *NAVY* can help you start a good civilian career after you leave the *NAVY*.

Many *NAVY* jobs are done outside. There are shore-based jobs in engineering and construction. There are many outside jobs to be done at sea. Weapons must be kept ready at all times in any weather. The rest of the gear on board must also be kept in proper order. There are even more inside jobs. The *NAVY* trains journalists, medical corpsmen, and many kinds of technicians. Clerks and typists are needed on shore and at sea. Other jobs include draftsmen, musicians, policemen (shore patrol), printers, mechanics, cooks, and supervisors at many levels of responsibility.

NAVY training starts in Boot Camp. The first few weeks are spent in classrooms and physical training areas. "Boots" learn *NAVY* regulations. They also learn first aid and basic facts about *NAVY* ships. The physical training program improves health, strength, and endurance.

Training after Boot Camp depends on the *NAVY* job selected. Some training programs last up to two years. The shortest ones only last a few weeks. Jobs which require the longest training are only open to people with 4 or 6 year enlistments.

If You Want To Be In The Navy

.You should have a desire to serve your country.

.You should be willing to work to learn a skill.

.You should like to travel.

.You should follow instructions well.

.You should like to live and work with other people.

.You must be in good enough health to pass a physical examination.

To Prepare Yourself Now...

- .You should finish high school. The NAVY insists on a high school diploma.
- .The NAVY has special programs for graduates of post-high school vocational and technical schools.
- .High school, vocational, and technical courses that will help you are those that apply to the job you want.

Remember!

- .Fringe benefits in the NAVY include free meals, free clothing, free housing (or extra money for rent), free transportation on duty, free medical care, free sports facilities, free legal aid, Ship's Store or Commissary (low prices), 30 days paid vacations per year, and veterans' benefits.
- .If you enlist at 18 and make a career of the NAVY, you can retire at 38 (with a lifetime retirement income).
- .Free job training includes all books, tools and other materials.
- .The NAVY also offers many ways to take extra technical or college courses while you are in service.
- .NAVY service counts toward Civil Service retirement credit.
- .Your choice of jobs will depend on the length of your enlistment, NAVY needs, and your scores on NAVY tests.
- .Women usually are not assigned to ships.

A Look Ahead...

The NAVY needs volunteers. Promotions are regular for those who prove their ability and dependability. Pay raises are regular even for those who are not promoted as often as others.

Salary

Starting Pay: $326.10/month plus fringe benefits.
Extra pay is given for dependants and for some jobs such as submarine duty (volunteers only).

Hours

People in the NAVY usually work regular hours up to about 45 hours/week.

NAVY personnel are "on call", however, 24 hours/day, every day of the year.

For More Information Write To:

.United States Navy Recruiting Command
Department of the Navy
Washington Navy Yard
Washington, D. C. 20374

OR

Call toll-free 800-841-8000

OR

See your local Navy Recruiter listed in the white pages of the telephone directory under "U. S. Government, Navy".

More View Jobs To Think About

TITLE	VIEW CARD #
Air Force	7
Army	16
Coast Guard	59
Marine Corps	160
National Guard	176
Peace Corps	194

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VIEW

VITAL INFORMATION for EDUCATION and WORK

NUCLEAR TECHNICIAN

D.O.T. 015 380

...and for a quick answer to urban congestion,

slum clearance, over population....

2

What's It Like To Be A Nuclear Technician

D.O.T 015 380

Technicians with many specialties work in nuclear research and power stations. Others help in the production of nuclear weapons. Most *NUCLEAR TECHNICIANS* have jobs very much like technicians in other industries. They must usually have some specialized knowledge of nuclear energy.

Some technicians work for reactor manufacturers. They assist engineers and scientists. Reactor design is a very new field which is rapidly growing and changing. Technicians in this field must read and study a lot to keep up with the changes.

Some *NUCLEAR TECHNICIANS* work as radiation monitors. Many work in power stations. They take samples of the soil, air and water around the plant. They test the samples for excess radiation. Workers in nuclear power plants usually wear film badges that darken when exposed to radiation. Radiation monitors develop the film and keep records of the amount of radiation exposure. From the records they can tell if a work area is getting too much radiation. They can also tell if some employees are in danger of over-exposure.

Experienced *NUCLEAR TECHNICIANS* may become reactor operators. Reactor operators control the temperature and power output of a reactor core. They also assist in loading and unloading the fuel rods that power the reactor.

Many kinds of technicians work in nuclear research. They may work as electronics technicians, mechanical technicians, or instrument technicians. Some help scientists study the effects of radiation on plants and animals.

If You Want To Be A Nuclear Technician

.You should prefer to work indoors.
.You should like to work with machinery.
.You should notice details easily.
.You should work well as a member of a team.
.You should follow instructions well.
.You should enjoy scientific subjects such as physics and chemistry.
.You should be willing to continue studying on the job to keep up with changes in a rapidly growing field.

To Prepare Yourself Now...

.You should finish high school with plans to attend a Technical Education Center for 2 years.

.High school courses that will help you are: mathematics, physics, chemistry, mechanical drawing, English, and basic electronics.

.You should study Nuclear Technology at a Technical Education Center.

Special Entry Requirements

.Most jobs for *NUCLEAR TECHNICIANS* require a federal security clearance.
Reactor operators must take medical examinations, written tests and practical tests to get a license from the Atomic Energy Commission.

Remember!

.The accident rate in the nuclear power industry is only about half as great as the national industrial average.

.Many nuclear plant employees must wear protective clothing while on the job.

.Most employers help technicians who want to continue their education.

.Nuclear plants are very clean places to work.

.Most atomic research workers are employed by the Atomic Energy Commission.

A Look Ahead...

The use of nuclear power stations is rapidly increasing. South Carolina has a head start in this field with a major research center at the Savannah River Plant and several nuclear generating plants in operations, under construction, or in the planning stage.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

NUCLEAR TECHNICIANS may work any shift, 40 hours/week.

For More Information Write To:

.U. S. Atomic Energy Commission
Washington, D. C. 20545

More VIEW Jobs To Think About

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

NURSE AID

D.O.T. 355 878

A *NURSE AID* helps nurses and doctors take care of hospital patients.

Hang on tight Mr. Simpkins. We're going to take a little short-cut down the fire escape.

2

What's It Like To Be A Nurse Aid

D.O.T 355 878

A *NURSE AID* works in a hospital, clinic, or nursing home. A hospital is a very clean place to work. Hospitals are well heated in the winter and air conditioned in the summer. There may be unpleasant odors from chemicals or bandages. A *NURSE AID* may also hear or see many things which may be frightening or depressing. Like all hospital workers, *NURSE AIDS* are often exposed to diseases.

NURSE AIDS help nurses and doctors take care of patients. *NURSE AIDS* may serve food and collect the trays. They may help patients dress and undress. *NURSE AIDS* help people get out of bed. They push patients in wheelchairs. They record things like temperature, pulse, and breathing rate. *NURSE AIDS* may also make beds, answer telephones, and make regular checks on patients.

NURSE AIDS work on their feet all day long or all night long depending on what shift they work. *NURSE AIDS* have to be gentle and pleasant to make sick or injured people feel better. In many hospitals a *NURSE AID* wears a striped pinafore as a part of her uniform.

If You Want To Be A Nurse Aid

.You should like to work indoors.

.You should not be easily upset by unpleasant sights, noises or odors.

.You must be kind and patient.

.You should have a real desire to be of service to sick people.

.You must have normal vision (glasses are OK) and normal hearing (a hearing aid is OK, too).

.You must be strong enough to lift and carry at least 20 pounds.

.You must be able to work on your feet for long hours.

To Prepare Yourself Now...

.You will need at least a 10th grade education and most hospitals require *NURSE AIDS* to have a high school education.

.High school courses that will help are: Biology, English (grammar and spelling), and hygiene.

.You will get the best preparation by taking the *NURSE AID* courses at an area vocational school or technical education center.

Remember!

.To become a *NURSE AID* you must be at least 18 years old.

.You will have to pass a physical examination and you should weigh within 20% of normal for your age and height.

.A uniform allowance and free uniform laundry is often provided by the hospital.

.On-the-job training lasts from 6 to 12 months.

.Some hospitals offer life and health insurance, paid vacations, and retirement plans.

.All *NURSE AIDS* are women (for a similar man's job see the VIEW card titled "Orderly").

A Look Ahead...

There is a very great demand for *NURSE AIDS* in South Carolina. The demand is expected to remain greater than the supply for at least the next 10 years. There is not much opportunity for promotion, but some qualified *NURSE AIDS* may become *AID SUPERVISORS*. With additional training you may become a licensed practical nurse.

Salary

Starting Pay Range: $1.83 to $2.16/hr.

Hours

NURSE AIDS work days, evenings, or nights; 40 hrs/wk. Some *NURSE AIDS* work part-time.

For More Information Write To:

.National League for Nursing, Inc.
Committee on Careers
10 Columbus Circle
New York, New York 10019

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Licensed Practical Nurse	150
Orderly	187
Registered Nurse	228

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

Occupational Therapist

D.O.T. 079 128

OCCUPATIONAL THERAPISTS help handicapped patients recover the ability to work.

Just think! My patient may be the first professional yo-yo artist ever to recover from massive "broken string whiplash".

What's It Like To Be An Occupational Therapist

D.O.T 079 128

OCCUPATIONAL THERAPISTS help handicapped people become better able to lead normal lives. They work with patients who have many kinds of problems. Some patients may be mentally ill or retarded. Others have nerve or muscle damage from illness or accident. Some have birth defects. Some are simply very old and their minds and bodies don't work very well anymore. *OCCUPATIONAL THERAPISTS* plan and supervise activities that help such patients to train themselves in new skills or to relearn skills they have lost. Because each case is different the therapist must be a very observant and creative person.

A big part of occupational therapy is teaching. Therapists teach manual skills such as carpentry, weaving, or masonry. They teach reading, writing and basic arithmetic. They teach personal health care and homemaking. They teach art and music. They also teach people to use artificial arms and legs, wheelchairs, braces, and other physical aids.

OCCUPATIONAL THERAPISTS work in many different places. Some of these are: general and special hospitals, psychiatric clinics, rehabilitation centers, nursing homes, and colleges. They work with many other health workers as a member of a team. Typical team members are: doctors, nurses, physical therapists, psychologists, vocational counselors, social workers, speech therapists, and prosthetrists (who make braces and artificial limbs). Working conditions for *OCCUPATIONAL THERAPISTS* are usually very pleasant.

If You Want To Be An Occupation Therapist

.You should have a strong desire to help other people.

.You should be interested in how people work and learn.

.You should be interested in working in a medical career.

.You should have a good imagination.

.You should be a good planner.

.You should notice details.

.You should work well as a member of a team.

.You should be in good health and should not be easily upset emotionally.

.You should have a lot of patience.

To Prepare Yourself Now...

.You should finish high school with plans to attend a college or university.

.High school courses that will help you are: the courses recommended by your guidance counselor to prepare you for admission to a college or university.

.A baccalaureate degree (4 years) in occupational therapy plus six months experience will qualify you to take an examination given by the American Occupational Therapy Association to become a Registered Occupational Therapist (OTR).

.A job at a lower skill level is Certified Occupational Therapy Assistant (COTA). The requirements are: high school diploma, completion of a one or two-year course in occupational therapy, and two months of experience. A COTA is usually an assistant to an OTR.

Remember!

.There is very little routine work in occupational therapy. Every case is different.

.*OCCUPATIONAL THERAPISTS* write a lot of reports and keep careful records on every patient.

.Many scholarships are available to occupational therapy students.

.Students who become Certified Occupational Therapy Assistants (COTA) can often transfer credit for their work to a college if they decide to work toward a 4-year degree to become Occupationsl Therapists (OTR).

.Most institutions that hire OTR's offer paid vacations, holidays, sick leave, retirement plans, group insurance, and educaitonal benefits.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about seven OTR's and 14 COTA's during the next five years. Nationally the demand is steady with most new graduates having little difficulty finding jobs although the demand is low enough that students may have little choice of locations.

Salary

Starting Pay for OTR's in government institutions ranges from about $8,500 to $10,500 per year.

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

OCCUPATIONAL THERAPISTS usually work days, 40 hrs/wk.

Many spend extra hours planning activities and writing reports.

For More Information Write To:

.American Occupations Therapy Association
6000 Executive Boulevard
Suite 200
Rockville, Maryland 20852

More View Jobs To Think About

TITLE	VIEW CARD #
Employment Interviewer	96
Personnel Manager	197
School Counselor	238
Social Worker & Supervisor	252

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Navy (Card #177)

State Department of Education
Office of Vocational Education
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VITAL INFORMATION for EDUCATION and WORK

Oceanographer

D.O.T. 024.081

OCEANOGRAPHERS study chemical, biological, and physical properties of the oceans.

How about it, buddy...

I don't swim in your "john".

2

What's It Like To Be An Oceanographer

D.O.T 024.081

OCEANOGRAPHERS work outdoors or indoors. Some work in laboratories on shore. Others spend months at sea. Some *OCEANOGRAPHERS* do a lot of skindiving. Others take special submarines far beneath the surface.

There are many specialties in oceanography. *PHYSICAL OCEANOGRAPHERS* study currents, tides, and temperature changes. They study ice formation. They also study the effects of water conditions on underwater sounds.

GEOLOGICAL OCEANOGRAPHERS study the ocean bottom. They also study rock formations below the ocean floor. Oil companies use their work to locate offshore oil fields.

BIOLOGICAL OCEANOGRAPHERS study the life forms in the ocean. Some types of fish living in deep ocean trenches have not changed in over a million years. Fishing fleets also need to know the habits of the fish they catch. They must know when and where to fish for a good catch and still leave enough fish for reproduction.

CHEMICAL OCEANOGRAPHERS study the distribution of chemicals in the oceans. They also study ways to mine the chemicals in seawater. Salt and bromine are common products of seawater.

OCEANOGRAPHERS use a lot of complex equipment. They use submarines and aqualungs. They use sonar (echo sounders) to map the ocean floor. They use special bottles to collect water at different depths. They use drills to get samples from the bottom. They use many recording devices to collect information. Some devices float on the surface. Others rest on the bottom. Some can be adjusted to drift at a particular depth. Underwater cameras are used a lot. Today, many observations are made from satellites.

If You Want To Be An Oceanographer

.You should enjoy science courses and projects.

.You should be able to set your own goals and schedule your work to meet them.

.You should have a real desire to learn.

.You should notice details.

.You should not mind working under crowded conditions.

.You should be a good swimmer.

To Prepare Yourself Now...

.You should finish high school with plans to attend a college or university.

.High school courses that will help you are: science, mathematics, and college preparatory courses recommended by your guidance counselor.

.Most *OCEANOGRAPHERS* get a bachelor's degree in biology, chemistry, geology, or physics. Some universities now offer a bachelor's degree in oceanography.

.The best paid jobs usually go to people with a master's degree or a doctorate in oceanography.

Remember!

.*OCEANOGRAPHERS* at sea work outside in all kinds of weather.

.Most *OCEANOGRAPHERS* work for schools, research laboratories, or for government agencies.

.Fringe benefits for *OCEANOGRAPHERS* vary depending on who they work for.

.Four major laboratories are: Scripps Institute of Oceanography, La Jolla, California; Woods Hole Oceanographic Institution, Woods Hole, Massachusetts; Lamont Geological Observatory, Columbia University, New York; Institute of Marine Sciences, University of Miami, Florida.

A Look Ahead...

While there is presently no local demand for *OCEANOGRAPHERS*, the national outlook is good. Qualifications are high for available jobs, but the number of positions open is expected to double during the next ten years.

Salary

OCEANOGRAPHERS in U. S. government jobs earn from $7,694 per year to $21,686 per year, depending on educational background, experience, and seniority. Pay in education and private industry is comparable.

Hours

In laboratories: 5 days or 40 hrs/wk.
At sea: 7 days or as many hours as possible per week.

For More Information Write To:

.Wildlife and Marine Resources Department
Attn: Information and Education
1015 Main Street
P. O. Box 167
Columbia, South Carolina 29202

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Biologist	32
Biologist, Marine	33
Environmental Health Technician	98
Zoologist	300

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card: Navy (Card #177)

State Department of Education
Office of Vocational Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

OFFICE CLERK

D.O.T. 219 388

An *OFFICE CLERK* is a business employee with no particular specialty. The *OFFICE CLERK* helps secretaries, file clerks, and receptionists do their jobs.

Some days the office work can really pile up on you.

2

What's It Like To Be An OFFICE CLERK

D.O.T 219 388

An *OFFICE CLERK* works indoors in a business office. An office is usually comfortable and well-lighted. Many modern business offices are carpeted and air-conditioned.

An *OFFICE CLERK* does just about any office job that you don't need special training to do. An *OFFICE CLERK* may do some simple typing. They may sort and file records. If a business has file clerks and typists the *OFFICE CLERK* may not do any typing or filing.

OFFICE CLERKS may operate adding machines or duplicating machines. They may handle a business's mail. They often answer telephones, deliver messages, or run errands. *OFFICE CLERKS* do many different jobs every day. Some jobs have to be done at about the same time every day. Most of the day an *OFFICE CLERK* works without any kind of schedule, just doing whatever needs to be done.

Banks, industrial firms, government agencies, and many other businesses hire *OFFICE CLERKS*. In a large office with many clerks each clerk may be responsible for only one or two things. In a small office one or two clerks may do everything. An *OFFICE CLERK* may get more complete on-the-job training in a small office, but there are usually more chances for promotion in a large office.

If You Want To Be An OFFICE CLERK

.You should like to work indoors.

.You should like to work with other people.

.You should not mind doing a simple job over and over.

.You should be able to see for yourself what needs to be done.

.You should pay attention to details.

.You should not mind working without a regular schedule.

.You must do neat work even when you are in a hurry.

.You must be able to follow instructions.

To Prepare Yourself Now...

- .You may be able to get a job as an *OFFICE CLERK* with only 2 years of high school, but it will be much easier if you finish high school.
- .High school courses that will help you are: English (grammar and spelling), business arithmetic, typing, and bookkeeping.
- .You should take courses in office occupations at an area vocational school or technical education center.

Remember!

- .Some employers give aptitude tests to select *OFFICE CLERKS*.
- .Many students work part-time as *OFFICE CLERKS* while attending business school.
- .Some employers offer paid vacations and holidays, group insurance, and retirement plans.

A Look Ahead...

There is a demand for about 300 new *OFFICE CLERKS* every year in South Carolina. The chances for promotion are very good. Qualified *OFFICE CLERKS* may be promoted to secretary, stenographer, bill collector, receptionist, or switchboard operator.

Salary

Starting Pay Range: $1.70 to $2.50/hr.

Hours

Most *OFFICE CLERKS* work days, 40 hrs/wk.

For More Information Write To:

.United Business Education Association
Department of the National Education Association
1201 16th Street, NW
Washington, D. C. 20036

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Clerk Typist	55
File Clerk	104
Keypunch Operator	140
Personnel Clerk	196

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
Office of Vocational Education
Research Coordinating
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VITAL INFORMATION for EDUCATION and WORK

Offset-Duplicating Machine Operator

D.O.T. 207 782

An *OFFSET-DUPLICATING MACHINE OPERATOR* makes printed copies in black and white or in color. The *OPERATOR* is also responsible for the maintenance, repair and adjustment of the duplicating machine.

A duplicator will make the same mista$_k$e over and over.
A duplicator will make the same mista$_k$e over and over.
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2

What's It Like To Be An Offset-Duplicating Machine Operator

D.O.T 207 782

An *OFFSET-DUPLICATING MACHINE OPERATOR* works in a printing shop. The printing shop may be part of a printing and publishing company. Many businesses and government agencies run their own print shops.

Offset printing is also called lithography. To make an offset print a cameraman takes a picture of the material to be copied. The photographic negative may then be retouched by a lithographic artist. A stripper arranges the film on layout sheets. The platemaker uses the complete layouts to expose a metal plate which has been treated with photographic chemicals. Finally, the *OFFSET-DUPLICATING MACHINE OPERATOR* takes over.

The *OPERATOR (OR PRESSMAN)* installs the plate on the press and adjusts the pressure so that it will print correctly. The *OPERATOR* adjusts the rubber blanket that transfers the print from the metal plate to the paper. The *OPERATOR* also adjusts the water and ink rollers and mixes the ink before starting the machine. In some small print shops one person prepares the plates, arranges the copy and runs the machine.

There are a few problems in operating an offset-duplicating machine. A print shop can be very noisy when the machines are running. An *OFFSET-DUPLICATING MACHINE OPERATOR* has to get used to having inky hands and clothes. Everytime a job is finished the whole machine must be cleaned. The chemicals used to clean the machine may give some people an itchy rash. To keep from losing time when little things go wrong with the machinery an *OFFSET-DUPLICATING MACHINE OPERATOR* must also know how to make minor repairs on the equipment.

If You Want To Be An Offset-Duplicating Machine Operator

.You should like to work indoors.

.You should not mind working around noisy machinery.

.You should like mechanical work.

.You should pay close attention to details.

.You should like to work alone.

.You should be proud of doing a neat, accurate job.

.You should not mind chemical odors.

.You must not have any allergies to cleaning fluids and solvents.

.You shouldn't mind getting dirty at times.

To Prepare Yourself Now...

- You should complete your high school education.
- High school courses that will help you are: arithmetic, typing, chemistry, English (spelling and grammar), art, and photography.
- You should take the courses in graphic communications at an area vocational school.
- Discuss your plans with your counselor and the local Joint Apprenticeship Committee.

Remember!

- You must be at least 18 years old to get an apprenticeship.
- On-the-job training lasts about 4 or 5 years.
- You may be required to join a union.
- The top pay usually depends on what size machine is operated. Operators of the biggest machines get the most money.
- Many employers offer paid vacations and holidays, retirement plans, group insurance, and sick leave.

A Look Ahead...

The demand for well-trained *OFFSET-DUPLICATING MACHINE OPERATORS* is rapidly increasing in South Carolina. For the next few years there will probably be more jobs than there are qualified people to fill them. Experienced *OPERATORS* are usually promoted by being assigned to larger machines. Some *OPERATORS* may take business courses and open their own print shops.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *OFFSET-DUPLICATING MACHINE OPERATORS* work days, 40 hrs/wk. Rush jobs can cause a lot of night and weekend overtime work.

For More Information Write To:

.Graphic Arts
1900 L Street, NW
Washington, D. C. 20036

The best way to become an *OFFSET-DUPLICATING MACHINE OPERATOR* is through an apprenticeship. Read the VIEW card titled *OFFSET-DUPLICATING MACHINE OPERATOR APPRENTICE*. Card #184.

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Bag Machine Operator	24
Drill Press Operator	87
Punch Press Operator	220
Screw Machine Operator	239

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

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VITAL INFORMATION for EDUCATION and WORK

OFFSET DUPLICATING MACHINE OPERATOR APPRENTICE

D.O.T. 207.782

An apprenticeship is a contract between you and the company you work for. The employer agrees to teach you all the skills needed to perform your job during a 3 to 5 year training period. The employer also agrees to give you regular pay raises as you complete parts of the program. You must agree to complete the training in the time allowed. You must also agree to attend any vocational classes required by the training schedule.

A person sometimes learns a trade as a helper without an apprenticeship agreement, but a helper doesn't earn as much as an apprentice. A helper may not get regular pay raises. A helper may never learn all he needs to know because he won't have a planned program which includes vocational school training or practice in all the job skills.

Following is a example of the type of training you would receive as an Offset-Duplicating Machine Operator Apprentice:

(1000 hours equal about six months)

WORK EXPERIENCE

During the term of apprenticeship, the pressman apprentice shall be given such instruction in the practice and theory of pressowrk, including the preparation of material, care, and maintenance of equipment accessories and supplies, as is necessary to develop a practical and skilled mechanic. He shall also perform such other duties in the pressroom and on the job as are commonly related to a pressman apprenticeship.

SCHEDULE OF PROCESSES	Approx. Hours
A. Care of pressroom equipment and accessories, lubrications (oiling up) keeping machinery and accessories clean, wash-up and care of rollers-while in use, in storage, solvents and their uses.	1000
B. Packing and tympan-types of packing and their uses are permanent packing, temporary packing, for halftone work, and for general work.	1000
C. The imposition and registering form on sheet consists of placing form in press or positioning of form and locking on press bed. Then setting guides and registering sheet. Then setting grippers, guide tongues, shooflies, and stripper finders. Final step is adjusting bands.	1000

	Approx. Hours
D. Make-ready consists of underlaying, interlaying, and overlaying. Overlaying consists of making out, spotting up, and mechanical overlays.	1500
E. In running the job, the automatic feeders are set first. Set and load feeder, then adjust conveyor belts, brushes, and rollers. Next set fountain, the adjust the delivery and jogger to conform to size of sheet. Then eliminate wrinkles, slurs, ghosts, etc. Offset consists of checking by heat, checking by compound and gum, checking by floating into box. Watch the register during the run. Watch the appearance of the job during the run which consists of the color and wear on form.	2000
F. The maintenance of the press consists of setting impression, care and adjustment of plungers, setting register rack, and setting of rollers.	1500

	Approx. Hours
G. Inks used are first mixed for matching color, reducing tack, adding tack, using of driers (paste or liquid), and tinting mediums.	1300
H. General information: Paper with different grades and textures, are M.F.E.F., News, super and various types of coatings, and bonds and sulphite.	1500
TOTAL	11,000 hours or 5½ years

For more information about Offset-Duplicating Machine Operator Apprentice programs in your area, you should contact either:

Bureau of Apprenticeship and Training
Room 502-A
901 Sumter Street
Columbia, South Carolina 29201

OR

Bureau of Apprenticeship and Training
Room 313, Federal Building
334 Meeting Street
Charleston, South Carolina 29403

State Department of Education
Office of Vocational Education
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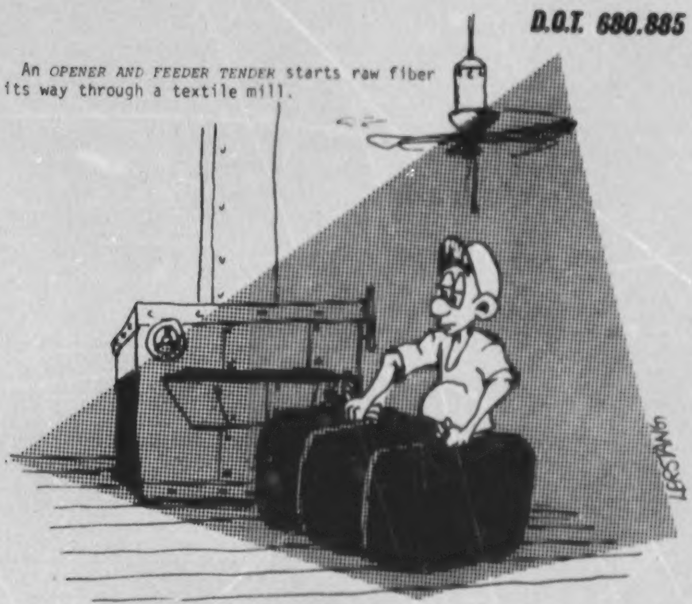
VITAL INFORMATION for EDUCATION and WORK

OPENER and FEEDER TENDER

D.O.T. 680.885

An *OPENER AND FEEDER TENDER* starts raw fiber on its way through a textile mill.



This would be a lot more fun if there was a prize in the bottom of the bale.

2

What's It Like To Be AN OPENER and FEEDER TENDER? D.O.T 680.885

OPENERS AND FEEDER TENDERS work in textile mills. In small mills one person does both jobs. In large mills the jobs of opener and feeder tender are separate.

A bale of fiber is often wrapped in burlap. It is bound with metal straps. They pull the burlap wrapping off. Openers haul the opened bales to the feeders.

Feeder tenders run machines. The machines clean and fluff the fibers. *FEEDER TENDERS* blend the fibers by taking layers of fiber from several bales to feed one machine. The machines have beaters that may become clogged with matted, tangled fibers. *FEEDER TENDERS* often must stop the machinery to clean the beaters.

An opening room may be part of a warehouse. It is often dirty. The work area is usually well-lighted. It may be comfortably heated in winter, but is not usually air conditioned. There is a lot of dust and lint in the air. Cotton fresh from the bales is also very dirty to handle.

If You Want To Be AN OPENER and FEEDER TENDER

.You should prefer to work indoors.

.You should not mind getting dirty when you work.

.You should be able to lift up to 100 pounds.

.You should like to work around large machines.

.You should not mind doing the same thing over and over.

.You should be able to work several hours standing up.

To Prepare Yourself Now...

.You could do the work without a high school education but the diploma may help you get hired.

.You should take a course in textiles at an Area Vocational Center while you are still in high school.

.You may be able to get a part-time job in a textile mill during your junior or senior year.

Remember!

.About half the textile mills in South Carolina pay the entire cost of some types of employee insurance.

.Many companies share the cost of insurance with their employees.

.Many companies also offer employee discounts, educational assistance, pension plans, retirement plans, and vacation bonuses.

.Some textile workers belong to labor unions.

.On-the-job training for an *OPENER AND FEEDER TENDER* takes about two or three weeks.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 200 *OPENERS AND FEEDER TENDERS* during the next 5 years (through 1976). There are few opportunities for promotion. Senior workers may get a choice of shifts. Transfers to other departments in the mill may give reliable, experienced workers a chance to earn more money.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

OPENERS AND FEEDER TENDERS work days, evenings or nights, 40 hrs/wk. Many textile mills have a swing shift (workers rotate from shift to shift).
OPENERS AND FEEDER TENDERS may have to work some weekends (they get other days off during the week).

For More Information Write To:

.Public Relations Division
American Textile Manufacturers Institute, Inc.
1501 Johnston Building
Charlotte, North Carolina 28202

More View Jobs To Think About

TITLE	VIEW CARD #
Battery Hand	29
Card Tender	44
Cloth Inspector	56
Drawing Tender	86
Fly Frame Tender	109
Knitting Machine Operator	142
Picker Tender	202
Spinner	255
Spinning Doffer	256
Spooler Tender	257
Weaver	293
Winder Operator	296

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VIEW

VITAL INFORMATION for EDUCATION and WORK

OPTOMETRIST

D.O.T. 079.108

OPTOMETRISTS examine and treat patients' vision problems.

Just slip these on and see
if you can count the zeros on my bill.

2

What's It Like To Be AN OPTOMETRIST 079 108 D.O.T

OPTOMETRISTS help people correct vision problems. Most work in private offices. An *OPTOMETRISTS'* office is clean, quiet, well-lighted place to work.

There are two kinds of work done by *OPTOMETRISTS*. One is diagnosis; that is, finding out what is wrong with the patient's vision. The other is treating the problem to correct it as much as possible. *OPTOMETRISTS* use many tools in diagnosis. They examine patients' eyes to see if problems are cuased by the shape of the eye, nerve disorders, muscle disorders, or disease. They test patients' vision with many combinations of lenses. They use special charts to find out what the patients can see and what they can't see. There are also many kinds of treatment. Glasses are used to correct nearsightedness, farsightedness, and some kinds of double vision. Contact lenses are used after some types of eye surgery such as cataract removal. They are also used for people who need vision correction but don't want to wear glasses. Some vision problems are corrected by eye exercises. Patients with eye diseases are sent to medical doctors called ophthalmologists for surgical treatment or special medication.

When glasses are prescribed the *OPTOMETRIST* sends the patient and the prescription to an optician. The optician makes the lenses, helps the patient choose the frames, and fits the frames to the patient. Ophthalmologists treat diseases of the eye. *OPTOMETRISTS* examine eyes and prescribe treatment for cases that do not need an ophthalmologist. Opticians make lenses and fit glasses.

If You Want To Be AN OPTOMETRIST

.You should enjoy technical or scientific work.

.You should have good eyesight (glasses are OK).

.You should notice details.

.You should be willing to accept responsibility for your work.

.You should be willing to spend six more years in school after high school.

.You should have a strong desire to help other people.

To Prepare Yourself Now...

.You should finish high school with plans to attend a college or university.

.High school courses that will help you are: the courses recommended by your guidance counselor to prepare you for admission to a college or university.

.All schools of optometry in the U. S. require two years of pre-optometry courses plus four years of professional courses to earn the Doctor of Optometry degree.

Special Entry Requirements

.An *OPTOMETRIST* must be licensed by the State Board of Examiners. To take the examination for a license, the applicant must graduate from an approved school of optometry.

Remember!

.A list of accredited schools of optometry may be obtained from the American Optometric Association.

.Many scholarships and loans are available to optometry students.

.Most *OPTOMETRISTS* are self-employed.

.Optometry is considered an ideal profession for women, but less than 3% of today's *OPTOMETRISTS* are women.

A Look Ahead...

The American Optometric Association expects a national demand for over 20,000 new *OPTOMETRISTS* through 1980. Over 300 will be needed in South Carolina. Most are needed in large cities and towns. There will probably be many more jobs available than there are qualified *OPTOMETRISTS* to fill them.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *OPTOMETRISTS* work days, 35 to 40 hrs/wk.
Part-time work is also available.

For More Information Write To:

.American Optometric Association
7000 Chipperva
St. Louis, Missouri 63119

More View Jobs To Think About

TITLE	VIEW CARD #
Doctor (General Practice)	83
Paramedical Personnel	191
Pediatrician	195
Surgeon	264
Veterinarian	288

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

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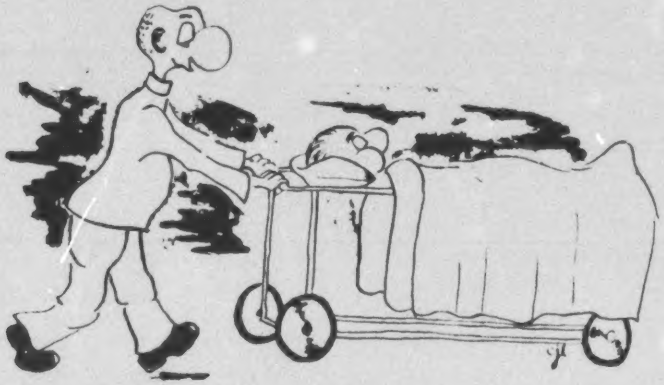
VITAL INFORMATION for EDUCATION and WORK

ORDERLY

D.O.T. 355 878

An *ORDERLY* helps doctors and nurses take care of sick and injured people who can't fully take care of themselves.



Old Man Rivers just keeps rollin' along.

2

What's it Like To Be an Orderly

D.O.T 355 878

An *ORDERLY* works in a hospital, a nursing home, or a clinic. Hospitals are clean places to work. Hospitals are comfortably heated in the winter and air-conditioned in the summer. The smells in a hospital are not always pleasant. Old bandages and chemicals can have very bad odors. The sounds in a hospital may also be unpleasant. Moans or screams can be very frightening or depressing to some people.

ORDERLIES help doctors and nurses take care of people who are sick or injured. *ORDERLIES* do many routine jobs like serving food and pushing wheelchairs. They collect dirty linen and empty food trays. They may check on patients to see how they feel. *ORDERLIES* may also take temperatures, count pulses, and record breathing rates. They may help a patient dress or bathe. They may shave a patient in preparation for surgery. They may answer telephone calls or run errands for nurses and doctors.

An *ORDERLY* may work any shift, day or night, any day of the week. An *ORDERLY* may be on his feet constantly for hours at a time. Making a sick person feel better can make a tired *ORDERLY* feel better, too.

If You Want To Be an Orderly

.You should like to work indoors.

.You should have good control of your emotions.

.You must be kind, gentle, and patient in dealing with other people.

.You should really want to help people who are sick.

.You should not be afraid of exposure to diseases.

.You should have normal vision and hearing (glasses and hearing aids are OK).

.You should be strong enough to lift and carry 100 pounds.

.You must have enough endurance to work on your feet for long periods.

To Prepare Yourself Now...

- You will need at least a 10th grade education. (Most hospitals require a high school diploma.)
- High school courses that will help you are: Biology, English (grammar and spelling), and hygiene.
- You should take the nurse aid courses at an area vocational school or technical education center.

Remember!

- To become an *ORDERLY* you must be at least 18 years old.
- You will have to pass a physical examination.
- Most hospitals require either formal training or prior experience to get a job as an *ORDERLY*.
- You should weigh within 20% of the normal weight for your height and age.
- Many hospitals offer free uniforms and free uniform laundry.
- On-the-job training lasts from 6 to 12 months.
- Some hospitals offer paid vacations, group insurance, and retirement plans.
- All *ORDERLIES* are men. (Women should read the VIEW card titled "Nurse Aid".)

A Look Ahead...

There is a great demand for *ORDERLIES* in most areas of South Carolina. Many of the jobs are not being filled due to a lack of trained applicants. There is not much chance of promotion without additional training. With additional school training an *ORDERLY* may become a licensed practical nurse (there are male nurses). Some students work their way through medical school as *ORDERLIES* and eventually become doctors.

Salary

Starting Pay Range: $2.00 to $2.12/hr.

Hours

ORDERLIES work day or night shifts, 40 hrs/wk.
ORDERLIES may work on holidays and weekends.

For More Information Write To:

.Division of Health Careers,
American Hospital Association
840 North Lakeshore Drive
Chicago, Illinois 60611

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Licensed Practical Nurse	150
Nurse Aid	179
Registered Nurse	228

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

ORTHODONTIST

D.O.T. 072.108

ORTHODONTISTS straighten teeth and jaws.

Say, kid...is that a mouth or a beartrap?

2

What's It Like To Be AN ORTHODONTIST

D.O.T 072 108

Orthodontics is a dental specialty. *ORTHODONTISTS* straighten teeth and jaws. Although most of their work is done with young children and teenagers, more adults are also being treated by *ORTHODONTISTS*. They usually work in private offices. Like any doctors' offices they are clean, reasonably quiet, comfortable places to work.

The first thing an *ORTHODONTIST* must do with a new patient is to find out what sort of correction is needed. X-rays are taken of the teeth, jaws, and the entire head. Photographs of the face and profile are taken. Wax impressions are made of the teeth and gums. The *ORTHODONTIST* also gets a full medical and dental history from the patient's family doctor and regular dentist. Finally the necessary braces are fitted. The patient must return on a regular schedule to have the braces checked and adjusted.

ORTHODONTISTS spend a lot of time explaining what they are doing. The patient must understand what is being done and why. The patient's parents must also understand. Treatment often takes several years and can only be successful if the patient cooperates.

Almost all *ORTHODONTISTS'* patients are sent to them by dentists and other doctors. *ORTHODONTISTS* must make themselves known to those doctors to have a successful practice.

The work requires a lot of standing. Fitting braces and twisting the wires to adjust them requires steady hands and a good grip. By the end of a day an *ORTHODONTISTS'* feet, legs, and hands may be very tired. Since young patients don't always do what they are told, an *ORTHODONTIST'S* patience may also be pretty worn out by the end of a day.

If You Want To Be AN ORTHODONTIST

.You should have a strong desire to help other people.

.You should be willing to spend at least eight more years in school after high school.

.You should work well with your hands.

.You should enjoy working with children.

.You should have a lot of patience.

.You should notice details.

.You should be willing to accept full responsibility for your work.

3

To Prepare Yourself Now...

.You should finish high school with plans to attend a college or university, followed by dental school, followed by advanced study in the specially of orthodontics.

.High school courses that will help you are: the courses recommended by your guidance counselor to prepare you for admission to a college or university.

.Your choice of a college or university should be made with dental school requirements in mind. At least two years of college are required for admission to any dental school and most require three or four years.

.Dental school lasts four years.

.Specialization in orthodontics after dental school may be done in three ways: (1) a graduate program (usually two years) leading to an advanced degree; (2) a postgraduate program (also about two years) which awards a certificate rather than an additional degree; (3) completion of an orthodontic internship at a hospital.

Special Entry Requirements

.Dental school graduates must pass an examination given by the South Carolina State Board of Dentistry to get a license to practice dentistry in South Carolina.

.After five years of specialized practice an *ORTHODONTIST* may take an examination given by the American Board of Orthodontics to become a certified *ORTHODONTIST*.

Remember!

.Most *ORTHODONTISTS'* patients are referrals from other doctors (it pays to be popular and respected).

.Like other dentists many *ORTHODONTISTS* switch from full-time to part-time work instead of retiring.

.Although very few *ORTHODONTISTS* are women, it is considered an excellent career field for women.

.90% of an *ORTHODONTISTS* patients are children.

.Dental school is expensive but scholarships and loans are available.

4

A Look Ahead...

The American Association of Orthodontists expects a demand for more *ORTHODONTISTS* than there are qualified people to fill the positions at least through 1980. Most of the jobs will be in large towns and cities.

Salary

In 1970 the average dentist with an established practice earned nearly $30,000. Most *ORTHODONTISTS* make more than the average dentist.

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *ORTHODONTISTS* work days, 35 to 45 hrs/wk.

Since *ORTHODONTISTS* are usually self-employed, they set their own working hours according to what is required to properly serve the community, their own health needs, and the amount of money they intend to earn.

For More Information Write To:

.Council on Dental Education
American Dental Association
211 East Chicago Avenue
Chicago, Illinois 60611

.American Association of Dental Schools
1625 Massachusetts Avenue, NW
Washington, D. C. 20036

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Dental Assistant	71
Dental Hygienist	72
Dentist	73

State Department of Education
Office of Vocational Education
Research Coordinating
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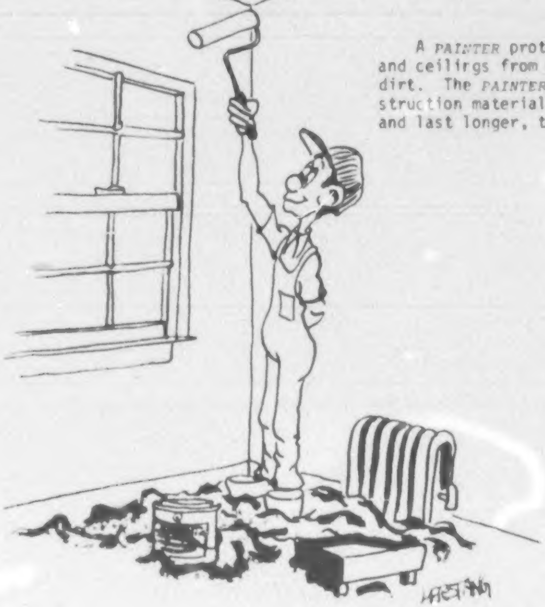
VIEW

VITAL INFORMATION for EDUCATION and WORK

PAINTER

D.O.T. 840 781



A *PAINTER* protects walls and ceilings from weather and dirt. The *PAINTER* makes construction materials look better and last longer, too.

Today,
the Sun City Apartments -
tomorrow,
the Sistine Chapel!

2

What's It Like To Be A Painter

D.O.T 840 781

A *PAINTER* can work inside or outside. *PAINTERS* usually don't work outside unless the weather is nice. Most *PAINTERS* work for construction or painting contractors. Many *PAINTERS* work in the maintenance departments of hotels, apartments, large office buildings and shipyards.

Before a *PAINTER* can put a fresh coat of paint on a wall, he has to remove the old paint. The old paint is removed with scrapers, blowtorches, and solvents. After the old paint is removed the *PAINTER* fills holes and cracks, smooths rough spots, and cleans up dust and grease.

PAINTERS put paint on with rollers, brushes, and spray guns. They have to mix different paints to match colors. *PAINTERS* have to know what kinds of paints to use on different materials. They also have to know how to thin many kinds of paint.

On some jobs *PAINTERS* have to work on scaffolds and ladders. When working around new construction *PAINTERS* have to watch out for machinery and falling objects.

If You Want To Be A Painter

.You should not mind working outdoors part of the time and indoors part of the time.

.You should be strong enough to lift about 30 pounds.

.You should be able to stand for long periods of time.

.You must have strong arms and hands.

.You should not be afraid of heights and should have a good sense of balance.

.You should have good color vision.

.You should be proud of doing a neat, attractive job.

.You must not be bothered by paint fumes or cleaning fluids.

To Prepare Yourself Now...

.A high school education may help you get an apprenticeship.

.High school courses that will help are: chemistry, English (grammar and spelling), and mathematics.

.A course in building construction at an area vocational school should be discussed with the local Joint Apprenticeship Committee.

Remember!

.You may be required to have a driver's license.

.You may have to buy your own tools.

.*PAINTERS* are sometimes out of work during the winter.

.Some employers offer health, welfare, and pension plans.

A Look Ahead...

The demand for *PAINTERS* in South Carolina is expected to remain good during the next 5 years. Do-it-yourself painting and pre-painted finishes are slowing the demand for *PAINTERS*. The greatest need for *PAINTERS* will be in large cities where there is building and industrial activity. Qualified *PAINTERS* may become foremen, contractors, or estimators.

Salary

Starting Pay Range: $2.50 to $4.00/hr.

Hours

Most *PAINTERS* work days, 35 to 40 hrs/wk.

For More Information Write To:

.National Joint Painting & Decorating & Drywall
Apprenticeship & Training Committee
1750 New York Avenue, NW, Suite 502
Washington, D. C. 20006

.Painting and Decorative Contractors Association of America
2625 West Peterson Avenue
Chicago, Illinois 60605

The best way to become a *PAINTER* is through an apprenticeship. Read the VIEW card titled *PAINTER APPRENTICE*. Card #190

More VIEW Jobs To Think About

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
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VITAL INFORMATION for EDUCATION and WORK

Painter Apprentice

D.O.T. 840.781

An apprenticeship is a contract between you and the company you work for. The employer agrees to teach you all the skills needed to perform your job during a 3 to 5 year training period. The employer also agrees to give you regular pay raises as you complete parts of the program. You must agree to complete the training in the time allowed. You must also agree to attend any vocational classes required by the training schedule.

A person sometimes learns a trade as a helper without an apprenticeship agreement, but a helper doesn't earn as much as an apprentice. A helper may not get regular pay raises. A helper may never learn all he needs to know because he won't have a planned program which includes vocational school training or practice in all the job skills.

Following is an example of the type of training you would receive as a Painter Apprentice:

(1000 hours equal about six months)

SCHEDULE "A"

	Approx. Hours
I PREPARATION OF SURFACES 1. Wood and composition 2. Masonary and concrete 3. Metal 4. Plaster 5. Painted 6. Drywall taping and surface treatment (See schedule "B")	1500

SCHEDULE "B"
DRYWALL TRAINING

	Approx. Hours
I. APPLICATION AND EMBEDMENT OF TAPE 1. Joints, hand operation 2. Angles, hand operation 3. Joints, machine operation 4. Angles, machine operation	500
II. APPLICATION OF FIRST SKIN COAT OVER TAPE 1. Hand Application 2. Machine Application	500
III. APPLICATION OF SECOND SKIN COAT OVER TAPE 1. Hand Application 2. Machine Application	500
IV. DETAIL WORK (HAND OPERATION) 1. Touching up bad joints 2. Taping and finishing around pipes and tubs 3. Nail spotting - 1st, 2nd, and 3rd coats 4. Filling metal corner guard and metal edge trim 5. Application of tape type metal corners and trim	500
V. FINISHING OF ANGLES 1. Hand Operation 2. Machine Operation	500

		Approx. Hours
II.	OPERATION AND CARE OF TOOLS AND EQUIPMENT	500
	1. Brushes, rollers, etc.	
	2. Spray-painting equipment	
	3. Miscellaneous hand and power-driven tools, including sand blasting equipment	
	4. Ladders, scaffolding, and rigging	
	5. Compressors	
III.	MATERIALS, USED IN PAINTING AND DECORATING	1500
	1. White Pigments	
	2. Extender, metal priming and metal pigments	
	3. Color pigments	
	4. Binders, thinners and dryers	
	5. Primers and sealers	
	6. Oil paints and enamels	
	7. Water paints and emulsions	
	8. Clear coatings	
	9. Stains	
	10. Mastics, cement enamels and other special coatings	
	11. Plastics	
	12. Adhesives	
	13. Wall covering	
	14. Coatings and linings (tanks, vats and vessels)	
IV.	APPLICATION OF MATERIALS - EXTERIOR AND INTERIOR	1500
	1. Painting, staining, coating and covering of all surfaces	
	2. Floor finishing, such as staining, filling, shellacing, varnishing, waxing, sealing and buffing, etc.	
V.	APPLYING, VARIOUS TYPES OF WALL COVERINGS	500
VI.	MATCHING AND MIXING COLORS	100
VII.	STRIPPLING AND TEXTURING	100
VIII.	BLENDING AND GLAZING	100
IX.	GRAINING, MARBLING, AND METAL AND GOLD LEAFING	100
X.	STENCILING AND STRIPPING	100
	Total	6000

		Approx. Hours
VI.	FINISHING, SANDING, AND FINAL CHECK OUT	500
VII.	APPLICATION OF TEXTURE (INCLUDES SPRAY APPLICATION)	500
	1. Application of rough decorative simulated accoustic ceiling texture	
	2. Spray application of fog and spatter wall texture	
	3. Hand rolled texture	
	4. Skip trowel texture	
	5. Application of thin wall surfacing texture	
	6. Proper masking procedures	
VIII.	FINAL CLEAN UP	500
	1. Floors, jambs, window frames, etc.	
	TOTAL	4000
	PLUS SCHEDULE "A"	6000
		10,000 hours or 5 years.

For more information about Painter Apprentice programs in your area you should contact either:

Bureau of Apprenticeship and Training
Room 502-A
901 Sumter Street
Columbia, South Carolina 29201

OR

Bureau of Apprenticeship and Training
Room 313, Federal Building
334 Meeting Street
Charleston, South Carolina 29403

State Department of Education
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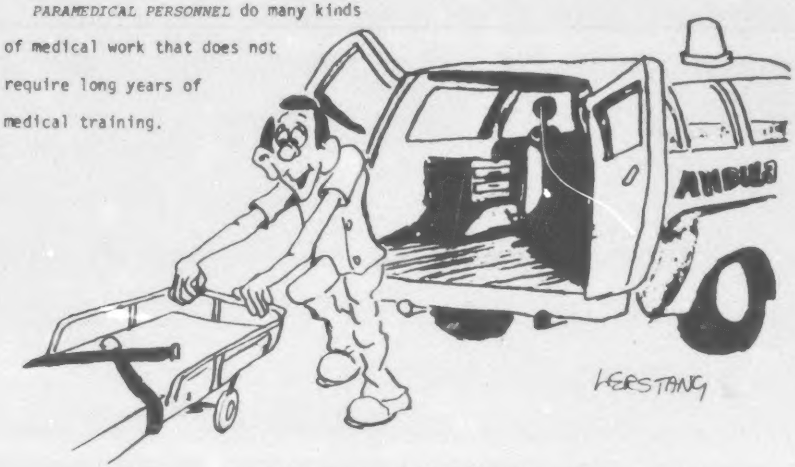
VIEW

VITAL INFORMATION for EDUCATION and WORK

Paramedical Personnel

D.O.T. 354
355 878

PARAMEDICAL PERSONNEL do many kinds of medical work that does not require long years of medical training.



Paramedical personnel know exactly what to do until the doctor comes.

2

What's It Like To Be A Paramedic

D.O.T 354
355 878

The most glamorous paramedical job is probably the one performed by hospital and fire department emergency crews. The emergency teams are, however, only a very small part of the paramedical field. Nurse aides, orderlies, ward clerks, midwives, and many kinds of medical attendants are also PARAMEDICAL PERSONNEL.

All paramedical workers have one thing in common. They learn their jobs almost entirely through on-the-job training. Emergency room attendants and ambulance teams may receive several weeks of classroom training in a hospital. Nurse aides and orderlies may receive no classroom training at all. Most of the duties are learned by actually doing them with step-by-step instruction from doctors, nurses, or experienced paramedical workers. With experience and proven ability the PARAMEDICAL PERSONNEL are allowed to do more work on their own. That does not mean they make medical decisions.

Doctors and trained nurses make decisions that can only be made after a lot of medical education. Carrying out their decisions may require very little, if any, formal education. Today, experienced aides and attendants do much of the routine work that doctors and nurses used to do. This allows the professionals to concentrate on the work their education trained them for.

Just because paramedical work does not require a lot of school does not mean that it is unimportant. Artificial respiration, control of bleeding, and even ways to keep a heart beating can be learned without a lot of books. Proper paramedical care saves lives. Keeping a patient as confortable as possible speeds recovery. If medical occupations attract you but medical schools don't, the paramedical field offers many alternatives.

If You Want To Be A Paramedic

.You should have a strong desire to help other people.

.You should not be easily upset by emergency situations.

.You should be patient and sensitive to other peoples needs.

.You should follow instructions well.

.You should work well as a member of a team.

.You should not consider yourself "too good" to do some dirty work, especially in the beginning.

To Prepare Yourself Now...

.You should learn all you can about many different health occupations so you can choose the kind of health work you feel best suited for.

.Many paramedical jobs require a high school education and even those that don't require it often prefer it.

.High school courses that will help you are: hygiene, health, biology, and physical education. Other courses are recommended for many paramedical jobs depending on your choice of health fields.

.The person who is responsible for the VIEW program in your school can provide you with a **complete** list of VIEW health occupations from the VIEW counselors' manual. You can get much more information from the sources listed on page four of each VIEW script.

.Many hospitals and clinics have part-time jobs available for students interested in paramedical careers.

Remember!

.Paramedical responsibilities are usually very few at first, but increase steadily with experience.

.Fringe benefits depend on your choice of paramedical jobs, but nearly all employers offer sick leave, paid vacations and holidays, insurance plans, and some kind of job counseling.

.Paramedical workers must be good followers (they are at least as hard to find as good leaders).

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for over 3,500 *PARAMEDICAL PERSONNEL* during the next five years. Jobs may be found wherever there are people.

Salary

Most paramedical jobs start at minimum wage, pay increases with additional experience and responsibilities. Average and top pay varies according to the job and the location.

Hours

Paramedical jobs may be part-time or full-time. Some require night or weekend work. Some paramedical workers are "on call" 24 hours per day.

For More Information Write To:

.All information sources listed for VIEW health occupations.

A complete list of VIEW health occupations is in the VIEW counselors' manual. Contact the person responsible for the VIEW program in your school.

For armed services training availability in this occupation call the toll-free numbers listed on page of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

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VIEW

VITAL INFORMATION for EDUCATION and WORK

Park Ranger

D.O.T. 169.168

PARK RANGERS keep our national parks in good condition for the purposes of conservation and recreation.

"427" and a 4-speed! Now that's recreation!

2

What's It Like To Be A Park Ranger?

D.O.T 169.168

Most of a PARK RANGER'S work is done outdoors. National PARK RANGERS work for the National Park Service. They may work in a forest or a desert. They may work on a mountaintop or an island.

Part of a PARK RANGER'S job is like a policeman's job. PARK RANGERS enforce traffic laws in national parks. They also may arrest people in a national park for breaking any other laws. RANGERS may investigate accidents in the parks. They also enforce park rules on camping, hunting, and fishing.

Another part of a PARK RANGER'S job is guiding tourists through the park. RANGERS point out interesting things in the park. They tell tourists where the good camping areas are. RANGERS also give map directions to tourists and campers.

A PARK RANGER may also have to direct workers in emergencies. A RANGER may have to organize a fire-fighting team. A RANGER may even have to lead a rescue team to find a lost camper.

Some of a PARK RANGER'S work is done indoors. PARK RANGERS have to write reports on the condition of national parks. They have to fill out forms to get supplies and repairs for the parks. They also keep records of visitors to the parks. A RANGER may even have to write speeches to present to clubs or scouting groups.

PARK RANGERS work very hard. They often work very long days during tourist seasons. They may have to do some work that is dangerous, such as fighting a forest fire or rescuing an amateur mountain climber. A PARK RANGER may not be able to stay indoors when the weather is bad. Of course, PARK RANGERS live in some beautiful places most people only get to visit.

If You Want To Be A Park Ranger

- You should prefer to work outside.
- You should enjoy meeting and talking with all kinds of people.
- You should be strong enough to lift over 100 pounds.
- You should hear and see well.
- You should be healthy enough to work outside in any kind of weather.
- You should be calm in emergencies.
- You should not mind having a lot of responsibility.
- You should be able to organize your own work.
- You should not mind working alone.
- You should be good at explaining things to other people.

To Prepare Yourself Now...

- You will need a high school education and should also have four years of college.
- High school courses that will help you are: the courses recommended by your counselor to prepare you to enter a college or university.
- Recommended college courses are: conservation, wildlife management, forestry, ecology, physical geography, and field work in biology and geology.
- You may be able to get a summer job in a national park while you are in college.

Special Entry Requirement

National *PARK RANGERS* are selected through Civil Service Examinations.

Remember!

- *PARK RANGERS* are "on probation" during the first year of employment in a national park.
- Government employees get paid vacations, and holidays, group insurance and retirement benefits.
- Some National Parks have a lot of visitors for 3 or 4 months of the year and none at all the rest of the year.

A Look Ahead...

The National Park Service has only a few *PARK RANGER* positions to fill each year. The Conservation Directory, published by the National Wildlife Federation, lists other organizations that hire persons qualified as *RANGERS*. Many *PARK RANGERS* work at other related jobs for a few years before transferring to the job of *PARK RANGER*. Promotions within the National Park Service are regular and are awarded on a merit basis.

Salary

Starting Pay: $4,617/yr

Hours

PARK RANGERS are usually scheduled to work 40 hrs/wk, but they work as long as it takes to get the job done right.

Weekend and holiday work is usually needed during the tourist seasons.

For More Information Write To:

- United States Department of Interior
  National Park Service
  Washington, D.C. 20240
- National Wildlife Federation
  1412 Sixteenth Street, NW
  Washington, D.C. 20036

More View Jobs To Think About

TITLE	VIEW CARD #
Fish and Game Warden	106
Fish Hatchery Manager	107
Forester	112

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VIEW

VITAL INFORMATION for EDUCATION and WORK

Payroll Clerk

D.O.T. 215.488

PAYROLL CLERKS compute wages from records of hours, sales, and production.

*If you've got the money, honey,
I've got the time.*

2

What's It Like To Be A Payroll Clerk?

D.O.T 215.488

A PAYROLL CLERK works indoors. *A PAYROLL CLERK* usually works in the accounting office of a business. *PAYROLL CLERKS* work for many kinds of businesses. Some work for insurance companies and banks. Others work for department stores, manufacturers, or wholesale houses. Many *PAYROLL CLERKS* work in government offices.

PAYROLL CLERKS compute how much workers should be paid. For hourly workers they compute the pay from time sheets. They may use work tickets to compute the pay for workers who are paid by their production. *PAYROLL CLERKS* may add up total sales for workers who are paid by commission. They use adding machines and desk calculators to compute wages.

PAYROLL CLERKS also figure out how much should be taken out of paychecks. They compute state and national taxes. They also subtract social security taxes. *PAYROLL CLERKS* may deduct insurance and retirement payments for many employees.

PAYROLL CLERKS usually work in comfortable, well-lighted offices. *A PAYROLL CLERK* in a large company often works with many other clerks. In a small company a *PAYROLL CLERK* may work alone.

If You Want To Be A Payroll Clerk

.You should prefer to work indoors.

.You should not mind sitting at a desk most of the day.

.You should be able to operate an adding machine very rapidly and accurately.

.You should have good vision (glasses are OK).

.You should have clear handwriting.

.You should be good at arithmetic.

.You should not mind doing the same thing over and over.

.You should follow instructions well.

.You should pay close attention to details.

.You should not mind working alone.

To Prepare Yourself Now...

- .You should finish high school.
- .High school courses that can help you are: business arithmetic, English, office machines, typing, office practices, and bookkeeping.
- .You should take a high school vocational course in Office Occupations.
- .Distributive Education may give you some business experience while you are still in high school.
- .You should consider studying accounting at a Technical Education Center or business school.

Remember!

- .Courses in business accounting may help a *PAYROLL CLERK* get faster promotions.
- .On-the-job training may last from 6 months to a year.
- .Some companies prefer to hire people with associate degrees in accounting as *PAYROLL CLERKS*.
- .Most employers offer paid vacations and holidays, group insurance, and retirement plans.
- .Some employers offer profit sharing and bonuses.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 600 *PAYROLL CLERKS* during the next 5 years (through 1976). An experienced *PAYROLL CLERK* may be promoted to a supervisory position in an accounting office.

Salary

Starting Pay Range: $2.00 to $3.20/hr

Hours

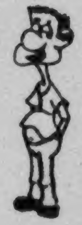
Most *PAYROLL CLERKS* work days, 40 hrs/wk.

For More Information Write To:

.Division of Vocational and Technical Education
Bureau of Educational Assistance Programs
U. S. Office of Education
Washington, D. C. 20202

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Accounting Clerk	1
Bank Clerk	27
Bookkeeper	34
Production Clerk	214



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VITAL INFORMATION for EDUCATION and WORK

Peace Corps

PEACE CORPS volunteers help people in developing nations achieve a higher standard of living.

As soon as we bring in the first crop of popcorn,

I'll show you how to build a drive-in movie.

2

What's It Like To Be A Peace Corps Volunteer

The *PEACE CORPS* is a volunteer organization. It has three basic goals. One is to help developing nations meet their needs for trained manpower. Another is to promote better understanding of the American people. The third is to give Americans a better understanding of other people. Volunteers are now working toward these goals in 56 countries in most areas of the world.

PEACE CORPS volunteers live and work with the people they are trying to help. Each volunteer is also expected to train a native co-worker to take over the job when the volunteer leaves.

The jobs offered by the *PEACE CORPS* depend on what is needed by the host countries. When a nation requests a person with a particular skill the *PEACE CORPS* tries to use a volunteer with training or experience in that skill. Many volunteers with no particular skill are accepted as "generalists". The *PEACE CORPS* trains them in needed skills for which volunteers are not immediately available. The *CORPS* also trains its volunteers in the language and customs of their host country. The cultural study includes the laws of the host country since the volunteers are subject to the laws of the country they work in. The initial training lasts from 12 to 14 weeks. The normal term of service after training is 2 years. Volunteers usually may extend their jobs up to a year if necessary to get the job done right.

If You Want To Be A Peace Corps Volunteer

.You should have a strong desire to help other people.

.You should want to travel.

.You should be able to make your own decisions.

.You should be good at explaining your ideas to other people.

.You should be willing to live and work in primitive areas.

To Prepare Yourself Now...

.The training needed to become a *PEACE CORPS* worker depends on the requests made by the countries served. Since more countries are asking for trained technicians, a vocational or technical education can give you a greater choice of assignments. Educators and engineers with college backgrounds are also needed.

.High school courses that will help you are those that will prepare you for your chosen career. Other VIEW Scripts and information available from your guidance counselor can help you choose the best courses.

Remember!

.You must be at least 18 years old and a U. S. citizen to serve in the *PEACE CORPS*.

.Married couples with up to 4 children are accepted but they are expected to serve as a family, not separately.

.Volunteers are allowed 2 days paid vacation per month.

.After 2 years volunteers may re-enroll for another 2 years or extend a tour for a shorter period of time.

.A $10,000 life insurance policy is provided for 80¢/month.

.A volunteer may resign at any time. One may also be dismissed at any time by the host country if performance is poor or help is no longer needed.

A Look Ahead...

The *PEACE CORPS* has been operating successfully since 1961. The greatest demand is for people trained in technical and professional fields. There is a greater need at this time for people trained in modern agricultural methods, but they must be prepared to adapt many of their methods to use in areas which have no modern machinery.

Salary

Monthly allowance depends on average cost of living in each country. The range is from $69 to $160/month.

In addition to the monthly allowance, $75/month is set aside for each volunteer and paid upon return to the United States ($200 per month for a married couple).

Hours

PEACE CORPS volunteers work whatever hours are needed to get the job done well.

For More Information Write To:

.ACTION
Washington, D. C. 20525

OR

Call toll-free 800 - 922 - 3790

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Air Force	7
Army	16
Coast Guard	59
Marine Corps	160
National Guard	176
Navy	177

State Department of Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

PEDIATRICIAN

D.O.T. 070 108

PEDIATRICIANS are doctors who specialize in treating children and young teenagers.

I hope you have quick reflexes, kid.

2

What's It Like To Be A PEDIATRICIAN

D.O.T 070 108

PEDIATRICIANS are doctors who care for the health of children. They treat children of all ages from newborns to teen-agers.

PEDIATRICIANS direct the hospital care of newborn infants. They have premature babies placed in incubators. They examine newborns for birth defects. They arrange for any special care a baby may need.

Many diseases are common in children but not in adults. A few of those diseases look much alike in the early stages. *PEDIATRICIANS* must be able to recognize them as early as possible to give proper treatment. They keep careful records of each child's illnesses. Since most childhood diseases are not repeated, knowing what a child has already had helps the doctor figure out what a new illness is. Vaccines now available for several diseases are given on a regular schedule.

A big part of *PEDIATRICIANS'* work is keeping children well. They spend a lot of time giving examinations to healthy patients. Knowing exactly what to expect from a healthy child helps the *PEDIATRICIAN* notice something wrong before it gets serious.

PEDIATRICIANS must also know something about child psychology. An unhappy child may appear to be a very sick child. The doctor has to realize when the mind needs more help than the body. They may also help their teenage patients handle the hassles of growing up. Puberty is rarely fatal although *PEDIATRICIANS* usually lose their patients to adulthood shortly afterward.

If You Want To Be A PEDIATRICIAN

.You should like to work with children of all ages.

.You should have a lot of patience. You'll need it for the parents, too.

.You should be calm and relaxed. Children have a way of knowing when a person is nervous or upset and often have an initable reaction to it.

.You should be willing to spend many years in training to qualify yourself as a *PEDIATRICIAN*.

.You should be physically strong enough to work a full day and still have the strength to handle emergencies.

To Prepare Yourself Now...

.You should finish high school with plans to attend a college or university followed by medical school.

.High school courses that will help you are the college preparatory courses recommended by your guidance counselor.

.The College of Medicine at the Medical University of South Carolina, Charleston, requires at least three years (preferably four) of college studies including courses in English, biology, physics, chemistry, and mathematics. Applicants must also make a satisfactory score on the Medical College Admission Test.

Special Entry Requirements

.Graduates of a medical college may take the licensing examination given by the South Carolina State Board of Medical Examiners but a permanent license is not given until the graduate completes training as a hospital intern or resident.

.A specialty in Pediatrics requires two years of hospital residency after the year of internship.

.Two additional years of experience after residency qualify the doctor to take an examination given by the American Board of Pediatrics to become a certified specialist in Pediatrics. The certified *PEDIATRICIAN* may also become a member of the American Academy of Pediatrics.

Remember!

.Children usually respond well to proper treatment so the *PEDIATRICIAN* often has the pleasure of seeing a quick recovery.

.*PEDIATRICIANS* work in private practice, schools, public and private hospitals public health clinics, and armed forces hospitals.

.Students at the Medical University of South Carolina are expected to buy their own microscopes and medical instruments.

.Loans and scholarships are often available for medical students.

A Look Ahead...

The American Academy of Pediatrics claims that even though pediatrics is one of the fastest growing medical specialties, demand is still greater than the supply of qualified *PEDIATRICIANS*.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *PEDIATRICIANS* schedule office hours from 35 to 40 hrs/wk. Emergencies and hospital visits may add many extra hours every week.

For More Information Write To:

.American Academy of Pediatrics
P. O. Box 1034
Evanston, Illinois 60204

More View Jobs To Think About

TITLE	VIEW CARD #
Doctor (General Practice)	83
Optometrist	186
Paramedical Personnel	191
Surgeon	264
Veterinarian	288

For Armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

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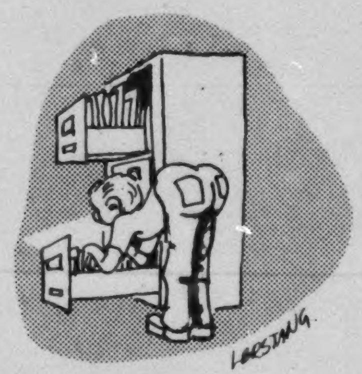
VITAL INFORMATION for EDUCATION and WORK

Personnel Clerk

D.O.T. 205.368

PERSONNEL CLERKS help businesses and other organizations keep accurate records of their employees' experience and qualifications.



I think I put his file under "I" for idiot; or was it "J" for jerk .... What did you want to know about him, anyway?

2

What's It Like To Be A Personnel Clerk?

D.O.T 319.884

A *PERSONNEL CLERK* works in a business office. They may work for many kinds of businesses. *PERSONNEL CLERKS* work for hotels, hospitals, and wholesale houses. They work for retail stores and banks. *PERSONNEL CLERKS* also work for government offices and for manufacturers.

PERSONNEL CLERKS keep records on each worker in a company. Some of the records have personal information such as addresses and insurance papers. Other records show weekly earnings, absences, and production figures. Most personnel offices are very careful about who is allowed to see their records.

Besides typing and filing records, *PERSONNEL CLERKS* may have other jobs in the personn office. They may score tests given to people who apply for jobs. They may show people how to fill out job applications. They may also prepare reports and notes for the personnel manager to use in business meetings.

PERSONNEL CLERKS usually work in comfortable, well-lighted offices. Several *PERSONNEL CLERKS* may work together in a large company. A small office may have only one *PERSONNEL CLERK* who is also a secretary for the personnel manager.

If You Want To Be A Personnel Clerk

- You should prefer to work indoors.
- You should like to meet and talk with all kinds of people.
- You should be able to keep secrets to yourself.
- You should hear and see well (glasses and hearing aids are O.K.)
- You should not mind sitting at a desk most of the day.
- You should not mind working alone.

To Prepare Yourself Now...

- You should finish high school.
- High school courses that will help you are: English, typing, bookkeeping, and office practices.
- Distributive Education may give you an opportunity to get some business experience while you are still in high school.
- You should consider taking a high school vocational course in Office Occupations.
- You will need at least two years of college-level work to get a job in some personnel offices.

Remember!

- Some major companies prefer to hire people with at least an associate degree in business administration as *PERSONNEL CLERKS*.
- On-the-job training may last from 3 to 6 months.
- Most employers offer paid vacations and holidays, group insurance, and retirement plans.
- Some employers offer profit sharing and bonuses.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 250 *PERSONNEL CLERKS* during the next 5 years (through 1976). Promotions depend on the policies of individual companies. Some *PERSONNEL CLERKS* may have to change companies to advance to more responsible positions.

Salary

Starting Pay Range: $1.88 to $3.55/hr

Hours

- Most *PERSONNEL CLERKS* work days, 40 hrs/wk.

For More Information Write To:

- The American Society for Personnel Administration
  52 East Bridge Street
  Berea, Ohio 44017
- Public Personnel Association
  1313 East 60th Street
  Chicago, Illinois 60637

More View Jobs To Think About

TITLE	VIEW CARD #
Clerk Typist	55
File Clerk	104
Keypunch Operator	140
Office Clerk	182
Ward Clerk	290

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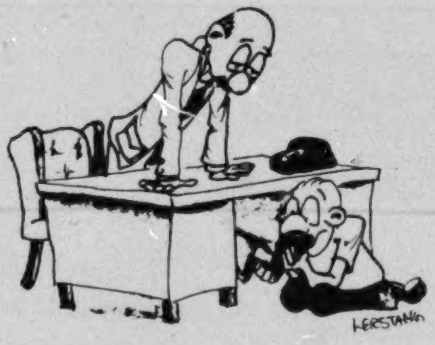
VITAL INFORMATION for EDUCATION and WORK

Personnel Manager

D.O.T. 166.118

PERSONNEL MANAGERS hire and train new workers, fire poor workers, and promote good workers.



If you smudge my shoeshine, Higgins, you'll never get your promotion!

2

What's It Like To Be A Personnel Manager?

D.O.T 116.118

PERSONNEL MANAGERS work for any businesses large enough to need a person just to take care of employee problems. A *PERSONNEL MANAGER* is responsible for hiring new employees. The *PERSONNEL MANAGER* also fires employees when necessary. *PERSONNEL MANAGERS* decide who should be promoted and who should get a raise. When employees have complaints, the *PERSONNEL MANAGER* listens. In some companies the *PERSONNEL MANAGER* is responsible for employee training programs.

PERSONNEL MANAGERS may spend part of each day interviewing people who apply for jobs. They may give aptitude tests to see what jobs people are best suited for. The *PERSONNEL MANAGER* may also prepare employee work schedules.

Most *PERSONNEL MANAGERS* have quiet, comfortable offices. A good *PERSONNEL MANAGER* tries not to stay in the office too much. The best way to find out whether employees are happy in their jobs is by watching them work. Most *PERSONNEL MANAGERS* spend a lot of time walking around talking to employees and getting to know them better.

Many *PERSONNEL MANAGERS* are also company recreation directors. They may organize company picnics, retirement banquets, or christmas parties. A *PERSONNEL MANAGER* may organize a company softball team or bowling team to compete against teams from other companies.

PERSONNEL MANAGERS have a very hard job if business gets bad and workers have to be laid off. Telling good workers they won't have jobs for awhile is not a pleasant thing to do. A good *PERSONNEL MANAGER* tries very hard not to hire more people than the company can afford to keep.

If You Want To Be A Personnel Manager

- You should like to work with other people.
- You must be able to lead people and inspire confidence.
- You should write and speak well.
- You should be able to explain things to other people easily and clearly.
- You should prefer to work indoors.

To Prepare Yourself Now...

- You will need a high school education.
- More and more companies are requiring a college degree for the position of *PERSONNEL MANAGER*.
- High school courses that will help you are: the courses recommended by your counselor to prepare you for entrance to a college or university.
- Some companies prefer to hire *PERSONNEL MANAGERS* with degrees in business administration. Others prefer liberal arts degrees.

Remember!

- Many *PERSONNEL MANAGERS* start out as clerks in a company's personnel office.
- On-the-job training usually lasts from 4 to 10 years.
- Most employers offer paid vacations, discounts on company products, group insurance, profit sharing, and retirement plans.
- The *PERSONNEL MANAGER* of a large company may have the use of a company car or plane.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 200 *PERSONNEL MANAGERS* during the next 5 years (through 1976). As *PERSONNEL MANAGERS* gain experience they often move to larger companies for greater responsibilities and more pay and benefits.

Salary

Starting Pay Range: $2.62 to $7.00/hr

Hours

Most *PERSONNEL MANAGERS* are expected to work 40 hours a week but they may work longer hours if they need to.

For More Information Write To:

- The American Society for Personnel Administration
  52 East Bridge Street
  Berea, Ohio 44017

More View Jobs To Think About

TITLE	VIEW CARD #
Employment Interviewer	96
School Counselor	238
Social Worker & Supervisor	252

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VIEW

VITAL INFORMATION for EDUCATION and WORK

PEST CONTROL WORKER D.O.T. 465 381

A PEST CONTROL WORKER kills harmful insects, rodents, and weeds to protect food plants, people, and animals.

Some days this job can really bug you.

2

What's It Like To Be A PEST CONTROL WORKER

D.O.T 465 381

PEST CONTROL WORKERS work outdoors and indoors. PEST CONTROL WORKERS are employed by exterminating contractors. They often drive a light truck or a van. PEST CONTROL WORKERS sometimes get assignments and schedule changes over a two-way radio.

PEST CONTROL WORKERS may kill bugs, rodents, and weeds in and around a private home or business. They may operate sprayers that spread liquid or powder. They may use gas cannisters or special candles to kill bugs and rodents in enclosed areas like basements and greenhouses.

A PEST CONTROL WORKER may operate large machines to kill pests in orchards and on farms. A few fly light planes to spread insecticides on crops.

PEST CONTROL WORKERS may have to wear heavy protective clothing to use some poisons. On hot summer days a PEST CONTROL WORKER can get very uncomfortable in a protective suit and a gas mask. A PEST CONTROL WORKER may have to crawl around in a basement to place poisoned bait for bugs and rodents.

PEST CONTROL WORKERS often have to consult with customers to help them decide what sort of pest control services they need. They may also give the customers estimates of how much different pest control programs will cost.

If You Want To Be A PEST CONTROL WORKER

.You should like to work outdoors.

.You should not mind working indoors.

.You should like to meet and talk with people.

.You should be able to follow instructions well.

.You should be able to make mature judgments about each job and plan your work for safety and effectiveness.

.You should be able to lift at least 75 pounds.

.You should not mind getting hot and dirty in your work.

.You should not be afraid of heights or narrow, cramped places.

.You should have good balance.

.You should have normal vision (glasses are OK).

To Prepare Yourself Now...

.You will get a job as a *PEST CONTROL WORKER* more easily if you finish high school.

.High school courses that will help you are: English (grammar and spelling), business arithmetic, machine shop, biology, and chemistry.

.You should take some agricultural courses at an area vocational school or technical education center if there is a need for agricultural *PEST CONTROL WORKERS* in your area (ask your counselor or Local Employment Office).

Remember!

.You will need a South Carolina driver's license to get a job as a *PEST CONTROL WORKER*.

.Most employers prefer applicants 21 years old or older.

.On-the-job training may last several months.

.Most *PEST CONTROL WORKERS* are men.

.Some employers offer paid vacations and holidays, sick leave, profit sharing plans, retirement plans, and Christmas bonuses.

A Look Ahead...

There are a few openings each year with individual pest control companies throughout South Carolina. The work load is heaviest during the summer. The most common means of advancement for experienced *PEST CONTROL WORKERS* is through self-employment.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *PEST CONTROL WORKERS* work days, 40 to 44 hrs/wk. Overtime may be necessary during the summer.

For More Information Write To:

.National Pest Control Association
250 West Jersey Street
Elizabeth, New Jersey 07202

More VIEW Jobs To Think About

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card: Army (Card #16)

State Department of Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

Pharmacist

D.O.T. 074.181

PHARMACISTS weigh, measure, and mix drugs and medicines according to the prescriptions of doctors and dentists.

Rx
LERSTAND

These iron pills must be stale - they won't stick to my magnet.

2

What's It Like To Be A Pharmacist?

D.O.T 074.181

A PHARMACIST works indoors. Most PHARMACISTS work in drug stores. PHARMACISTS also work in hospitals. A few PHARMACISTS mix drugs and other medicines. They weigh and measure their compounds very carefully to fill doctors' prescriptions. PHARMACISTS must keep records of all their stock of chemicals. Some medicines which spoil easily are refrigerated. Some must be used within a few days after they are mixed no matter how they are stored. Buying just enough supplies to have everything on hand when it is needed without having to throw too much away can be a tricky business.

PHARMACISTS in hospitals work closely with doctors, nurses, and hospital administrators. They may be in charge of purchasing supplies for the entire hospital. They may also instruct nurses and interns.

Industrial PHARMACISTS may have many kinds of jobs. Some do research on new medicines. Others test products to see that they meet quality standards. Some supervise production of drugs. A few PHARMACISTS work for drug manufacturers' sales departments.

A drug store is a clean, comfortable place to work. So is a hospital or industrial laboratory. There may be some problems with allergies to certain chemicals. Some PHARMACISTS have trouble with their legs from standing all day while they work. Pharmacy is a good field for operating your own business.

If You Want To Be A Phamacist

.You should prefer to work indoors.
.You should be able to walk or stand most of the day.
.You should have good vision (glasses are okay) and should not be color blind.
.You should like to do detailed work that requires exact measurements.
.You should follow written instructions easily.
.You should be willing to continue studying and learning even after you finish school.
.You should have steady nerves.
.You should have a good sense of smell, taste, and touch.
.You should like to keep your work area very clean.
.You should be a very honest person.
.You should be willing to accept serious responsibilities.

To Prepare Yourself Now...

- .You will need a high school education.
- .You must complete 5 years of college including 3 or 4 years in a school of pharmacy.
- .High School courses that will help you are the courses recommended by your counselor to prepare you for entrance to a university.
- .You should write to schools of pharmacy you are considering attending to find out what college courses they require for admission.

Special Entry Requirements

- .You must complete 50 weeks of internship (4 months of this must be done after graduation from a school of pharmacy).
- .You must pass an examination given by the South Carolina Board of Pharmaceutical Examiners to be licensed as a pharmacist in this state.

Remember!

- .A mistake by a pharmacist can be very dangerous for a doctor's patient.
- .New discoveries are often made in pharmacy, so a pharmacist can never stop reading and studying.
- .Pharmacists usually get paid vacations and holidays, group insurance, and retirement plans.
- .Some industrial jobs for pharmacists do not require a license or an internship.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 450 PHARMACISTS during the next 5 years (through 1976). Experienced PHARMACISTS often have supervisory duties. Many PHARMACISTS eventually open their own businesses.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most PHARMACISTS work at least 40 hours/week.
A PHARMACIST may have to work evenings, weekends, or on holidays.
PHARMACISTS may also be "on call" for medical emergencies.
Part-time work is often available.

For More Information Write To:

.American Association of Colleges of Pharmacy
8121 Georgia Avenue
Silver Spring, Maryland 20910

More View Jobs To Think About

TITLE	VIEW CARD #
Chemist	51

State Department of Education
Office of Vocational Education
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Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

PHOTOGRAPHER

D.O.T. 143 062

PHOTOGRAPHERS take pictures with

ameras.

I've got to quit loading my camera with fast film.

2

What's It Like To Be A PHOTOGRAPHER

D.O.T 143 062

PHOTOGRAPHERS take pictures with cameras. They also develop and print pictures. Pictures may be taken almost anywhere. Developing and printing are done in a laboratory (darkroom).

Taking a good picture requires artistic ability. A PHOTOGRAPHER must "frame" a shot so that the subject is the center of attention. Activity, color, and background should get attention without interfering with the subject.

Good photography also requires a lot of technical knowledge. Different kinds of film give different qualities to the finished prints. Colored filters change the contrast of different colors on black and white film. Other types of filters such as ultraviolet or polarizing filters are used for color photography. Many lenses are also available. Some lenses work like a telescope. Others are used for close-ups. Some wide-angle lenses "see" everything that is not directly behind the camera. Choosing the film, lenses, and filters is only the beginning. PHOTOGRAPHERS use light meters to see exactly how bright the lighting is on the subject. They use special lighting equipment when natural lighting is not satisfactory. They must control the amount of light that enters the camera by adjusting size of the opening of the diaphragm. They also control the amount of time the shutter is open to adjust the amount of light reaching the film.

The work done in the darkroom is just as important as the work done with the camera. The chemicals used to develop the film and those used to "fix" the film must be kept at just the right temperature. Developing brings out the image on the film. Fixing keeps the film from changing any further when exposed to light. In printing the PHOTOGRAPHER uses an enlarger that works like a very simple slide projector. The light points downward. A piece of photographic paper is placed on an easel under the enlarger. This photographic "screen" is exposed to a certain amount of light through the negative. The paper is then developed much like the film to make a print. Most lab work is done in very dim light or complete darkness.

If You Want To Be A PHOTOGRAPHER

.You should have some artistic talent.
.You should have a good imagination.
.You should have a lot of patience.
.You should be able to work carefully and accurately even when you are bored or tired.
.You should work well with other people.
.You should follow instructions well.
.You should not be allergic to photographic chemicals.
.You should not mind working in the dark.
.You should have good eyesight (including color vision).

To Prepare Yourself Now...

- .You should finish high school.
- .High school courses that can help you are: algebra, geometry, art, chemistry, and physics.
- .If you plan to study photography at a college or junior college you should also take the college preparatory courses recommended by your guidance counselor.
- .You should practice with the best camera you can afford and should also try to set up your own simple darkroom to develop and print your own pictures.
- .Local camera clubs can give you valuable experience.
- .You may be able to get a part-time job in a camera store or photo studio while you are still in school.

Remember!

- .There are four main fields of photography: portrait photography (photo studios), commercial photography (advertising agencies), industrial photography (mostly in manufacturing industries), and photojournalism (newspapers and magazines).
- .Many *PHOTOGRAPHERS* specialize in either camera work or laboratory work. Other specialties include aerial photography, photojournalism (news photography), microphotography, and police photography.
- .Some jobs in photography require a lot of travelling.
- .Many jobs in industrial photography require engineering degrees as well as photographic talent.
- .Most employers offer paid vacations and holidays, group insurance, sick leave, and retirement pay.

A Look Ahead...

Demand for *PHOTOGRAPHERS* is presently very low in South Carolina. The most rapidly growing field is industrial photography. The state's population is growing rapidly and this growth may lead to increased demand for portrait work. Beginners will find jobs more easily with formal training. *PHOTOGRAPHERS* without formal training will find it increasingly difficult to find jobs which offer on-the-job training. Experienced *PHOTOGRAPHERS* often open their own studios.

Salary

STATEWIDE SALARY INFORMAITON WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Commercial and industrial photographers usually work days, 35 to 40 hours/week.

Portrait photographers and photojournalists work whatever hours it takes to get the job done. Portrait studios are usually open evenings and weekends. News happens any time of the day or night and the photojournalist tries to be there when it happens.

For More Information Write To:

.National Free Lance Photographers Association
4 East State Street
Doylestown, Pennsylvania 18901

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Cameraman, Television	43

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

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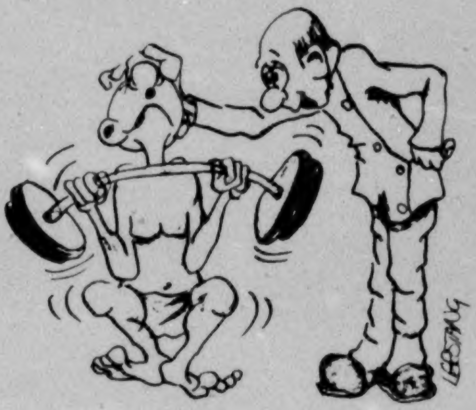
VIEW

VITAL INFORMATION for EDUCATION and WORK

PHYSICAL THERAPIST

D.O.T. 079 378

PHYSICAL THERAPISTS help injured and handicapped patients recover as much use of their bodies as possible.



Wonderful Mr. Jones! Thats' almost as heavy as the one you were lifting just before the heart attack.

2

What's It Like To Be A Physical Therapist

D.O.T 079 378

PHYSICAL THERAPISTS teach handicapped or disabled patients to get along on their own as much as possible. Most work in general hospitals and clinics. Some work in nursing homes and rehabilitation centers. Others teach or work at schools for crippled children.

Therapists test and examine patients to find out exactly what their problems are. They check reflexes and responses to heat, cold, and pressure to test the nervous system. They observe their patients' ability to move parts of the body. They test their patients' heart and lungs. They also test muscle strength.

Once the therapists know the type of problem and how bad it is, treatment can be planned. Much physical therapy requires a lot of work from the patient. Some exercises increase their strength and endurance. Others improve coordination and range of motion. Exercising may be very painful for some patients, especially at first. *PHYSICAL THERAPISTS* must know a lot about the psychology of pain and how to combat it. They must give their patients a lot of encouragement to keep them from giving up. Some patients will always need mechanical help or artificial limbs. Therapists teach these patients the easiest, safest, most comfortable ways to use their equipment. They may design new mechanical aides for patients with special problems.

Some physical therapy only requires the patient be still and endure it. Heat and cold are used to relieve pain and improve circulation. Whirlpool baths and vibration are used to exercise muscles the patients can't exercise.

If You Want To Be A Physical Therapist

- You should have a real desire to help other people help themselves.
- You should have a great amount of patience and understanding.
- You should be outgoing and enthusiastic in your work.
- You should get along well with almost anyone.
- You should be able to appreciate small successes with being satisfied with them.
- You should be willing to try something new when your first plans don't work well.

To Prepare Yourself Now...

.You should finish high school with plans to attend a college or university.

.High school courses that will help you are those recommended by your guidance counselor to prepare you to enter a college or university.

Special Entry Requirements

.To practice in South Carolina a *PHYSICAL THERAPIST* must be a graduate of a school of physical therapy approved by the State Board of Examination and Registration of Physical Therapists and must pass an examination given by the Board.

Remember!

.Persons convicted of violations of drug laws or of moral offenses cannot practice physical therapy in South Carolina.

.Summer work at camps for handicapped children is good on-the-job experience for students interested in physical therapy.

.A job with lower educational requirements (also less responsibility and less pay) is physical therapy aide.

.Scholarships and loans are often available for physical therapy students.

.Most employers offer paid vacations, holidays, group insurance plans, and uniform allowances. Other fringe benefits vary, depending on what kind of institution the therapist chooses to work in.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for 32 additional *PHYSICAL THERAPISTS* during the next four years. A few more openings will probably be created by therapists who move out of the state or retire.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *PHYSICAL THERAPISTS* work days, 40 hrs/wk. Some evening work may be required.

For More Information Write To:

.American Physical Therapy Association
1156 Fifteenth Street, NW
Washington, D. C. 20005

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Inhalation Therapist	134
Speech Therapist	254

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #6) Navy (Card #177)

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

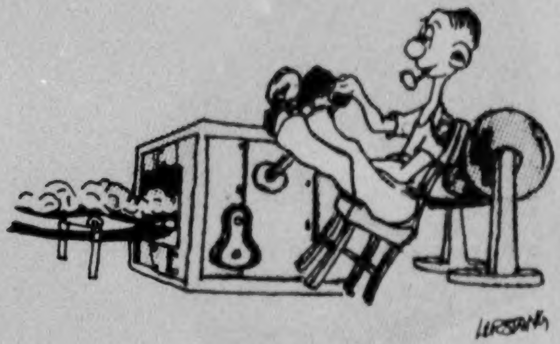
VIEW

VITAL INFORMATION for EDUCATION and WORK

Picker Tender

D.O.T. 680.885

PICKER TENDERS run machines that clean and separate cotton and other fibers.



Now *that's* the way to "pick" cotton!

2

What's It Like To Be A PICKER TENDER?

D.O.T 680.885

PICKER TENDERS work in textile mills. They run machines called pickers that clean and separate cotton or other fibers. The machines make the fibers into a soft mat called a lap. As the lap comes out of the picker it is wound into a roll. A full picker lap usually weighs about 50 pounds.

The size and weight of the lap partly controls the size of the finished thread or yarn. *PICKER TENDERS* must control the pickers carefully to make each lap come out right. They also control the speed of the conveyor that carries fiber into the picker.

The tender stops the picker when a lap is complete. The tender lifts the lap from the picker. Each lap is weighed. The laps are placed on a rack or conveyor to go to the next part of the mill. To start a new lap the tender starts the picker and wraps the beginning of the lap around the pin by hand. After the lap is started by hand the picker will wind it automatically. A *PICKER TENDER* may also have to clean and oil the picker.

Picker rooms are well-lighted. New ones may be air conditioned. There is always a lot of lint in the air. A *PICKER TENDER* may get greasy or dirty taking care of the picker.

If You Want To Be A PICKER TENDER

.You should prefer to work indoors.

.You should not mind getting greasy or dirty when you work.

.You should like to work around large machines.

.You should be able to lift and carry 50 pounds.

.You should not mind doing the same things over and over.

.You should be able to work standing up for several hours.

To Prepare Yourself Now...

.You can probably get a job as a *PICKER TENDER* without a high school diploma, but getting hired is usually easier if you do have a diploma.

.You should take a course in textiles at an Area Vocational Center while you are still in high school.

.You may be able to get a part-time job in a textile mill during your junior or senior year.

Remember!

.About half the textile mills in South Carolina pay the entire cost of some types of employee insurance.

.Many companies share the cost of insurance with their employees.

.Most companies also offer employee discounts, educational assistance, and pension and retirement plans. Some give vacation bonuses.

.Some textile workers belong to labor unions.

.On-the-job training for a *PICKER TENDER* takes about two weeks.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 200 *PICKER TENDERS* during the next 5 years (through 1976). There are few opportunities for promotions. Senior workers may get a choice of shifts. Transfers to other departments in the mill may give reliable, experienced workers a chance to earn more money.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

PICKER TENDERS work days, evenings, or nights, 40 hrs/wk. Many textile mills have swing shifts (workers change shifts each week).
PICKER TENDERS may work some weekends (they get other days off during the week).

For More Information Write To:

.Public Relations Division
American Textile Manufacturing Institute, Inc.
1501 Johnston Building
Charlotte, North Carolina 28202

More View Jobs To Think About

TITLE	VIEW CARD #
Battery Hand	29
Card Tender	44
Cloth Inspector	56
Drawing Tender	86
Fly Frame Tender	109
Knitting Machine Operator	142
Opener and Feeder Tender	185
Spinner	255
Spinning Doffer	256
Spooler Tender	257
Weaver	293
Winder Operator	296

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

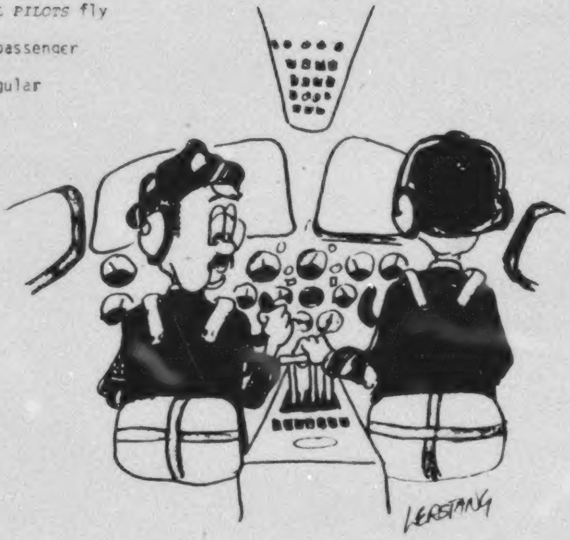
VIEW

VITAL INFORMATION for EDUCATION and WORK

Pilot, Commercial

D.O.T. 196 283

COMMERCIAL PILOTS fly freight and passenger planes on regular schedules.



How about a couple of loops, Wilbur, just to wake up the passengers?

2

What's It Like To Be A Commercial Pilot

D.O.T 196 283

COMMERCIAL PILOTS fly airplanes to move people and freight. They also work as crop dusters. Many pilots work as flight instructors. Others are airline inspectors called check pilots. A few pilots test new planes.

A pilot's job begins on the ground. The pilot gets a report on weather conditons along the route. A flight plan must be approved by air traffic control. The airplane must be approved by air traffic control. The airplane must be thoroughly checked before taking off. Tires and fuel tanks are checked by the pilot or another crew member. The pilot and co-pilot test the plane's instruments and controls before asking the control tower for take-off instructions. Next, the plane is taxied (driven) to the runway. Final checks are made during the taxi run. If everything is working right the pilot then asks the controller for permission to take off.

In flight a large plane is controlled by an automatic pilot. The pilot must be ready to take over control at any time. The pilot and co-pilot also report their position, speed, and weather conditions to control towers along the route. In bad weather a pilot may have to depend on instruments to know how the plane is flying. After landing, the pilot fills out a flight report.

Pilots who fly crop dusting planes have special skills. They must fly low and slow with heavy loads. They often must take off and land in a pasture. They must know the amount of chemicals to be spread on a certain area to kill pests without harming the crop.

If You Want To Be A Commercial Pilot

.You should be calm in emergencies.

.You should have good eyesight and hearing.

.You should have quick reflexes.

.You should be in good health.

.You should be willing to accept responsibility for other people's lives and property.

.You should like to travel.

To Prepare Yourself Now...

.You will need at least a high school education.

.Many employers of pilots prefer some college education.

.High school courses that will help you are: physics, algebra, trigonometry, geometry and mechanical drawing.

.You should consider taking college preparatory courses recommended by your guidance counselor.

.Pilots who fly private company planes need training in aircraft mechanics. Courses in airframe and powerplant mechanics are available at some Area Vocational Schools and Technical Education Centers.

Special Entry Requirements

.A commercial license from the Federal Aviation Administration (FAA) requires 200 hours flying time. Applicants must be at least 18 years old and must pass a physical examination and a written test.

.Airline co-pilots must be from 20 to 35 years old and must have from 500 to 1,000 hours flying time. Pilots must be at least 23 years old and have over 1,200 hours flying time. Height must be between 5'6" and 6'4", weight between 140 and 210 pounds.

Remember!

.Pilots are often away from home overnight.

.A pilot may be "grounded" for many physical and emotional problems.

.Commercial airlines usually make promotions according to seniority. (The person who has been on the job longest gets the promotion.)

.Many schools, public and private, offer special flight training for such jobs as crop dusting and helicopter operation.

.Many *COMMERCIAL PILOTS* get their training and flight experience in the armed forces.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for only about 16 pilots during the next four years. Nationally, the demand for crop dusters, helicopter pilots, and private company pilots is expected to increase steadily.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *COMMERCIAL PILOTS* work 100 hours or more per month.
Night flights are often necessary.
Pilots also work on weekends and holidays.

For More Information Write To:

.Air Transport Association of America
1000 Connecticut Avenue, NW
Washington, D. C. 20036

.Information Retrieval Branch
Federal Aviation Administration Library
HQ - 630
Washington, D. C. 20553

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Astronaut	19

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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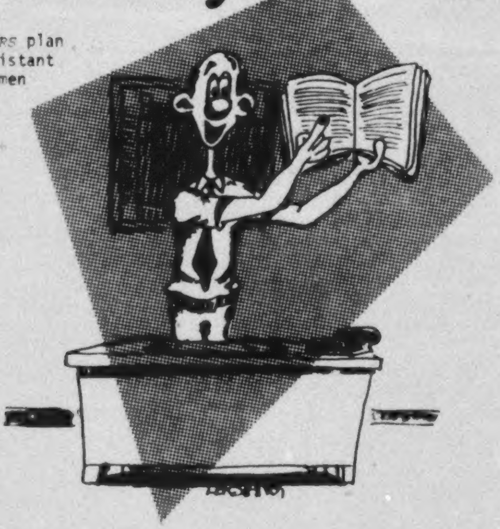
VITAL INFORMATION for EDUCATION and WORK

Plant Manager

D.O.T. 189.118

PLANT MANAGERS plan and supervise assistant managers and foremen to see that their companies make more money than they spend.



... and this was the day we turned out 473 perfect frammis farbles with punctiform blivet heads.

2

What's It Like To Be A Plant Manager?

D.O.T 189.118

PLANT MANAGERS work indoors. A *PLANT MANAGER* is the "boss" of an industrial company. There are two things every good *PLANT MANAGER* must know. Managers must know how to lead people. They must also know what each part of a company does. The second requirement covers many details. Managers are responsible for workers' safety. They are responsible for good production. They must see that their companies have good advertising. They must know whether sales are getting better or worse. *PLANT MANAGERS* have to know about each thing that can earn or lose money for the company.

PLANT MANAGERS do have help. How much help depends on the size of the company. A small plant may only have a couple of foremen to help the plant manager. A large plant may have a different assistant manager for each part of the plant. The need for many assistants makes leadership important for a *PLANT MANAGER*.

PLANT MANAGERS spend a lot of time in meetings. They have meetings to decide company goals. They have meetings to plan how to reach their goals. *PLANT MANAGERS* also have meetings with managers from other companies. They meet to solve common problems.

PLANT MANAGERS usually have comfortable offices. Most have carpets, drapes, and air-conditioning. They may choose their own office furniture. The manager does have a lot of responsibility. If the company does well, everyone gets credit for doing a good job. If the company loses money, the owners may fire the manager first.

If You Want To Be A Plant Manager

.You should like to work with other people.

.You should read and write well.

.You should be able to explain things clearly.

.You should be calm, even when under a lot of pressure.

.You should not mind making important decisions.

.You should be willing to work harder than you expect your employees to work.

.You should like to work indoors.

.You should be willing to spend several years learning to follow instructions while you prepare yourself for giving instructions.

To Prepare Yourself Now...

- .You will need a high school education and probably will need four years of college.
- .High school courses that will help you are: business plus English courses, plus any courses recommended by your counselor to prepare you for college-level study.
- .Recommended college programs are: industrial management and business administration.
- .Many businesses also hire management trainees with associate degrees from Technical Education Centers (business administration, textile manufacturing management, etc.)
- .You should discuss with your parents, teachers, and counselors the choice between an associate or baccalaureate degree for educational preparation.

Remember!

- .Even after 4 years of college, on-the-job training may take from 8 to 10 years.
- .Some companies help management trainees with associate degrees continue their education to get a 4-year degree.
- .Some companies train new management personnel as assistant managers.
- .Some companies train new management personnel by letting them work for a short time at many different jobs in the company.
- .Most employers offer paid vacations and holidays, group insurance, profit sharing plans, bonuses, and retirement plans.
- .Managers often get a percentage of company profits as a year-end bonus.
- .Managers may drive company cars, or fly in company planes.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 650 *PLANT MANAGERS* during the next 5 years (through 1976). Promotions are fairly rapid, but there is a lot of competition for the top management jobs.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

A *PLANT MANAGER* may be scheduled to work 40 hrs/wk.
A *PLANT MANAGER* works as much as it takes to get the job done.

For More Information Write To:

.The American Management Association
135 West 50th Street
New York, New York 10020

More View Jobs To Think About

TITLE	VIEW CARD #
Metal Machinery Foreman	167
Production Foreman	215

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

Playwright

D.O.T. 131 088

PLAYWRIGHTS write plays.

It can't miss.

The hero is a drama critic

and the villain is a

newspaper editor!

2

What's It Like To Be A Playwright

D.O.T 131 088

PLAYWRIGHTS create plays for the pleasure of audiences. Plays may be performed on stage, television, or radio. Some plays are made into motion pictures.

Creating a play requires writing and producing. A *PLAYWRIGHT* is involved in both. The writing is usually done at home. A typewriter is needed if anyone else is expected to read the play. The *PLAYWRIGHT* also needs a place in the house to be alone and concentrate on writing. For a believable play the idea must be something the author believes in. It is easier to write realistically about something the author has actually experienced. Also, it may be easier to create realistic characters if they are partly based on people well known by the author. The idea must be developed into a story. Characters must be created to fit the story. The whole play is outlined before the dialogue is written. If you compare writing a play to building a house the dialogue is like the coat of paint. It should be attractive and suited to the design but it is the part most easily changed to please the buyer.

After the play is written the *PLAYWRIGHT* must find a producer. *PLAYWRIGHTS* usually send their plays to professional agents. If an agent doesn't think producers will like a play it is returned to the author, sometimes with suggestions for changes. Finding a producer can take months even for a very good play, so *PLAYWRIGHTS* usually start working on another play while waiting for news from an agent.

The *PLAYWRIGHT* is expected to attend rehearsals. While the actors are learning the play, some lines or even entire scenes must be rewritten to make them easier to perform. *PLAYWRIGHTS* also attend their own plays when they are performed for audiences. They watch the audience while the audience watches the play. The reactions of the audience give the *PLAYWRIGHT* even more ideas for ways to change and improve a play.

If You Want To Be A Playwright

.You should have a great desire to write.

.You should have a lot of patience and should be willing to do a job over and over until it is as well done as possible.

.You should have a good imagination.

.You should like to read and attend plays.

.You should not be discouraged easily.

To Prepare Yourself Now...

- You should finish high school and should consider attending a college or university.
- High school courses that will help you are: English, drama, speech and typing. Also, you should ask your guidance counselor to recommend other courses that will prepare you to enter a college or university.
- Many colleges and universities offer excellent courses in drama and creative writing.
- You should get involved with local amateur theater groups.
- You should read and attend plays as often as possible.
- You should start writing now.

Remember!

- Beginning *PLAYWRIGHTS* spend a lot of time reading and attending plays by successful *PLAYWRIGHTS* to see why they are successful.
- Many new *PLAYWRIGHTS* get to know people in theater by joining amateur theater groups.
- Knowing a few producers can help you get a good play performed.
- Hardly anything will help you get a bad play performed.
- Amateur theater and television offer the most opportunities for beginning *PLAYWRIGHTS*.
- There are many good books on writing and publishing plays that can help you avoid some common mistakes.
- You may have to find some other way to make a living while you are working toward a successful career as a *PLAYWRIGHT*.
- Many *PLAYWRIGHTS* never manage to live entirely on the income from their plays.

A Look Ahead...

The opportunities for *PLAYWRIGHTS* have declined as the number of broadway theaters has decreased. Television has made up for some of the lack of theaters, however, and amateur theater is still available. Like other authors, *PLAYWRIGHTS* create their own demand by their ability to attract an audience.

Salary

Few *PLAYWRIGHTS* earn more than $6,000 to $7,000 per year. The best way to make money from a play is not by selling it, but by allowing it to be performed in exchange for royalties. A royalty is a percentage of the profit earned when a play is performed.

Hours

PLAYWRIGHTS may work whenever the mood strikes them or whenever they get a chance. Especially when just starting out, they may work 40 hr/wk at some other job to earn a living. Attending plays is part of the *PLAYWRIGHT'S* job so evenings and weekends may be needed also.

For More Information Write To:

.Authors League of America
234 West 44th Street
New York, New York 10036

More View Jobs To Think About

TITLE	VIEW CARD #
Journalist	138
Poet	208
Writer, Freelance	297

State Department of Education
Office of Vocational Education
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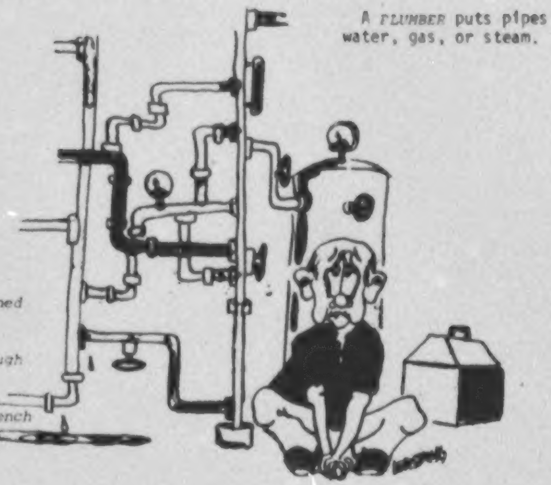
Vital Information for Education and Work

Plumber

D.O.T. 862 381

A PLUMBER puts pipes together for water, gas, or steam.



When a well-seated valve
inexplicably drips

Or the joint you've tightened
persistently slips

And oceans are rising through
leaks opened wide

Just lay down your pipe wrench
and drift with the tide

2

What's It Like To Be A PLUMBER

D.O.T 862 381

A PLUMBER works indoors part of the time and outdoors part of the time. A PLUMBER may install pipes for water and gas in a new home or office building before it is finished. When the building is nearly finished the PLUMBER puts in the tubs, sinks, faucets, water heaters, and other appliances. PLUMBERS may also replace old pipes or add to piping in an old building. Most PLUMBERS spend a lot of time doing repair work on pipes.

PLUMBERS use hand tools to cut threads in pipes. They use wrenches and solder to fasten pipes together. They have to be careful not to get burned when working with hot solder. PLUMBERS use chisels, saws, hammers, reamers, and drills. They may also use some power tools to cut, bend, or thread pipes.

Most PLUMBERS work for contractors in new construction. Many self-employed PLUMBERS do mostly repair, alteration, and remodeling work. Many PLUMBERS in South Carolina work in the industrial maintenance departments of chemical plants, synthetic fiber plants, and paper mills.

If You Want To Be A PLUMBER

.You should like doing many different things in your work.

.You should like to work with hand tools.

.You should be able to follow instructions well.

.You should pay attention to details.

.You must be able to lift and carry up to 100 pounds.

.You must have a good sense of balance.

.You should have normal vision (glasses are OK).

.You should not mind working in cramped positions.

To Prepare Yourself Now...

.You will need a high school education.

.High school courses that will help are: shop, geometry, algebra, physics, mathematics, mechanical drawing, and drafting.

.A plumbing course at an area vocational school or technical education center should be discussed with the local Joint Apprenticeship Committee.

.The Armed Services train some *PLUMBERS*.

Remember!

.To qualify as an apprentice you will have to be between 18 and 26 years old.

.You will have to pass aptitude tests to start training as an apprentice.

.*PLUMBERS* may lose time between jobs.

.*PLUMBERS* buy their own tools.

.You may be required to join a union.

.Some employers offer paid vacations and holidays, health and welfare plans, and pension plans.

A Look Ahead...

There will be a good demand for *PLUMBERS* in South Carolina during the next 5 years. The increased complexity of household plumbing will create new jobs. Qualified *PLUMBERS* may become foremen, estimators, contractors, or plumbing inspectors.

Salary

Starting Pay Range: $5.50 to $7.00/hr.
(AFTER apprenticeship)

Hours

Most *PLUMBERS* work days, 40 hrs/wk.
Some emergency jobs may cause overtime work at night or on weekends.

For More Information Write To:

.National Association of Plumbing-Heating-
Cooling Constractors
1016 20th Street, NW
Washington, D. C. 20036

. The best way to become a *PLUMBER* is through an apprenticeship. Read the VIEW card titled *PLUMBER APPRENTICE*. Card #207.

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Air Conditioning & Refrigeration Mechanic	5
Furnace Installer	116

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
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VITAL INFORMATION for EDUCATION and WORK

PLUMBER APPRENTICE

D.O.T. 862.381

An apprenticeship is a contract between you and the company you work for. The employer agrees to teach you all the skills needed to perform your job during a 3 to 5 year training period. The employer also agrees to give you regular pay raises as you complete parts of the program. You must agree to complete the training in the time allowed. You must also agree to attend any vocational classes required by the training schedule.

A person sometimes learns a trade as a helper without an apprenticeship agreement, but a helper doesn't earn as much as an apprentice. A helper may not get regular pay raises. A helper may never learn all he needs to know because he won't have a planned program which includes vocational school training or practice in all the job skills.

Following is an example of the type of training you would receive as a Plumber Apprentice.

(1000 hours equal about six months)

I. COUNTRY WATER SUPPLY
Installation and repair of:
A. Gravity systems
B. Pneumatic systems
C. Pumps

II. CITY WATER SUPPLY
Installation and repair of:
A. Water mains and branches
B. Controls
C. Storage

III. SEWERAGE DISPOSAL
Installation and repair of:
A. Septic systems
B. Cesspolls
C. Mains and branches
D. Catch basins
E. Grease traps
F. Ejectors or leverage lifts

IV. VENTING
Installation and repair of:
A. Individual venting
B. Circuit or loop venting
C. Wet venting
D. Stack venting
E. Crown venting

V. SOIL AND WASTE LINES
Installation and repair of:
A. Soil Lines
    1. Water closets
    2. Urinals
    3. All other fixtures receiving excrement
B. Waste Lines
    1. Lavatories
    2. Kitchen sinks
    3. Slop sinks
    4. Bath tubs
    5. Showers
    6. Floor drains

VI. DRAINAGE
Installation and repair of:
- A. Joint caulking
- B. Soil lines
- C. Bar and refrigerator waste
- D. Blow-off tanks
- E. Roof leaders and conductors
- F. Area drainage
- G. Industrial waste
- H. Sewer and trap connections

VII. HOT WATER CONNECTIONS
Installation and repair of:
- A. Gravity tanks
- B. Circulation of water
- C. Direct and indirect heating of water
- D. Expansion tanks
- E. Relief valves

VIII. FIXTURE INSTALLATIONS
- A. Lavatories
- B. Water Closets
- C. Urinals
- D. Bath tubs
- E. Shower tubs
- F. Sinks
- G. Wash trays
- H. Slop sinks
- I. Industrial fixtures
- J. Drinking fountains

IX. LEAD WORK ON JOB
- A. Leadburning
- B. Soldering
- C. Wiping

X. GAS PIPING
Installation and repair of:
- A. Range connections
- B. Gas water heaters
- C. Driect and indirect heaters
- D. Gas appliances
- E. Gas mains, branches and risers

Total Term - 10,000 hours or
5 years

For more information about Plumber Apprentice programs in your area, you should contact either:

Bureau of Apprenticeship and Training
Room 502-A
901 Sumter Street
Columbia, South Carolina 29201

OR

Bureau of Apprenticeship and Training
Room 313, Federal Building
334 Meeting Street
Charleston, South Carolina 29403

State Department of Education
Office of Vocational Education
Research Coordinating
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Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

POET

D.O.T. 130.088

POETS write verses for books, magazines, and greeting cards.

There once was a poet
named Fred
Who wrote verses while
scratching his head.
His wife was appalled
For fear he'd be bald,
So he wrote scratching
her head instead.

What's It Like To Be A POET

There are *POETS* who write for magazines
And others who write for stage or screen.
There are *POETS* who write in rhythmic time
That rolls from the tongue in rollicking rhyme,

AND -

those whose work

is a lot

like prose....

EXCEPT -

that it's spread

on the page

differently.

POETS (since early, forgotten days)
Have tried in numerous, intricate ways
To sell for a dollar...a dime...a cent!
Enough lousy poems to pay the rent.

Today, the market is little better.
A *POET'S* far from a rich jet-setter.
If Homer, Byron, or Poe you follow,
Your belly gets nothing more than hollow.

BUT -

verse can be

just your own

pastime....

AND -

you can earn

all your cash

otherwise.

Jesse A. McCall, Jr.
5/7/74

To Prepare Yourself Now...

.There is probably very little anyone could say to influence your decision, depending on how serious you really are about it. It does help to be imaginative, to enjoy playing with words, and to enjoy reading a lot.

Remember!

.A high school education will help you in two ways:
(1) you should be able to get a better job with a high school diploma and have more time to write poetry.
(2) the more you learn about language and literature the more you will understand what you are doing with your own poetry.

.High school courses that will help you are: languages, literature, English, drama, journalism, and history. Other courses may be needed for the job you choose to support your poetry writing.

.POETS don't necessarily need a college education, but some colleges offer many fine courses in poetry and other literature. Some courses are available in poetry writing. Again, the job you choose to earn a living may or may not require college.

.You should take advantage of every opportunity to write and publish your work. School digests, poetry contests, and class assignments all offer good ways to practice.

A Look Ahead...

.A poet laureate of a state or nation, or a poet-in-residence at a college or university may be able to earn a good living writing poetry; but there are very few of these jobs available.

.Magazine editors and book publishers are buying very little poetry right now and prices are often low for what they do buy.

.Some POETS sell verses to greeting card manufacturers.

.Some POETS write song lyrics.

Salary

The popularity of poetry in general could increase at any time. It could also decrease at any time. Sometimes a POET is able to make other people see life more clearly (or just differently) and they buy that poetry even when they buy no other poetry. If you plan to write poetry, however, you should not count on making a living at it.

Hours

Average yearly income from poetry may range from zero to about $14,000/yr for a POET at a college or university. Figures close to the low end of the scale are by far the most common.

Some POETS write whenever they want to; others write whenever they can.

For More Information Write To:

.The National Writers Club
1365 Logan Street; Suite 100
Denver, Colorado

OR

Ask your librarian to help you find copies of monthly magazines for writers.

More View Jobs To Think About

TITLE	VIEW CARD #
Journalist	138
Playwright	205
Writer, Freelance	297

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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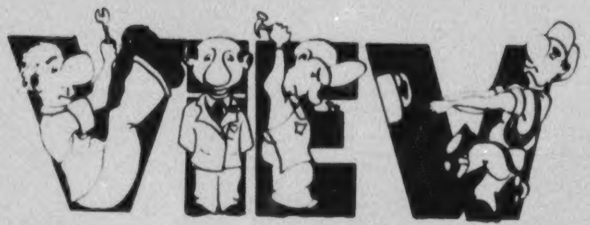

VITAL INFORMATION for EDUCATION and WORK

POLICEMAN

D.O.T. 375 268

A *POLICEMAN* should be trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

These

boots

might

have you

walking.

2

What's It Like To Be A POLICEMAN

D.O.T 378 268

A *POLICEMAN* works indoors or outdoors. A *POLICEMAN* may drive a car, ride a motorcycle, or walk all day or all night long. *POLICEMEN* investigate accidents. They help in rescue operations. They stop people from breaking traffic rules. They keep crowds from becoming mobs. *POLICEMEN* may inspect restaurants and stores for license regulations. They may direct traffic at accidents or busy intersections. *POLICEMEN* answer emergency calls of all kinds. They arrest criminals to protect life and property.

POLICEMEN may have to risk their lives to catch speeding drivers. They may be shot by criminals. They may be injured by rioters or drunk drivers. People are often rude to *POLICEMEN* whether they are doing a good job or not.

POLICEMEN have to do a lot of indoor work, too. They have to testify in court cases. They have to write accident reports and daily activity reports. Especially during training, a *POLICEMAN* spends a lot of time in classrooms.

If You Want To Be A POLICEMAN

.You should have an honest respect for legal rights and obligations.

.You must have mature judgment and the ability to make decisions.

.You should be calm under pressure.

.You must be willing to accept responsibility.

.You should notice details.

.You must be patient in correcting other people's mistakes.

.You must be comfortable handling weapons.

.You should be able to take orders and give orders.

.You should not mind working in bad weather.

.You should not mind doing many of the same jobs over and over.

To Prepare Yourself Now...

- .You should complete your high school education.
- .High school courses that will help you are: English (spelling and grammar), American history, civics and government, physics, sociology, and physical education.
- .The Armed Services offer police training.
- .Your counselor can help you plan for college training in law enforcement.
- .Ask your local police department about cadet training programs for 18 year old candidates.

Remember!

- .You must meet certain height and weight requirements (check with your local police department).
- .You must pass a strength test and physical examination.
- .You must score well on the civil service examination.
- .You must be 21 years old to become a *POLICEMAN*.
- .You must have normal color vision.
- .You must have a driver's license.
- .You must be a United States Citizen.
- .Most police departments offer paid vacations, sick leave, life and health insurance, and pension plans.

A Look Ahead...

There is a strong, steady demand for qualified *POLICEMEN* in South Carolina, but only the best applicants are selected. The greatest demand will be in large cities. Experienced *POLICEMEN* may be promoted to sergeant, lieutenant, inspector, or captain.

Salary

Starting Pay Range: $2.70 to $3.56/hr.

Hours

POLICEMEN work days, evenings or nights, 40 to 48 hrs/wk.
POLICEMEN work on weekends and holidays.

For More Information Write To:

.International Association of Chiefs of Police
11 Firstfield Road
Gaithersburg, Maryland 20760

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Fireman	105
Watchman	292

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

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VIEW

VITAL INFORMATION for EDUCATION and WORK

POLITICIAN

D.O.T. 119 999

...bubble gum in every pocket,

a turtle in every shoebox!

2

What's It Like To Be A Politician

D.O.T 119 999

POLITICIANS work in local, state, and federal governments. They are elected to their jobs. Most *POLITICIANS* earn a living at some other job. A political job does not always offer year-round work or very much job security.

Most *POLITICIANS* start out in local government. They may run for such jobs as town councilman or mayor. More experienced *POLITICIANS* may run for a state's House of Representative or Senate. It usually takes a lot of campaign experience to win an election to a federal office.

Winning an election takes a lot of help for any *POLITICIAN*. The first step is contacting local political groups. A *POLITICIAN* must choose a political party which wants the same kind of government the *POLITICIAN* wants. Then the *POLITICIAN* must convince the party that he or she is the best candidate. Before and during a campaign many opinion polls may be made to find out what most of the voters want. Candidates usually make many promises to change the things the voters want changed. They try not to make promises they can't keep. A *POLITICIAN* with a record of broken promises may have trouble getting reelected.

Keeping campaign promises can be a big problem. Often, when a government is not doing something that a lot of voters are in favor of, there is a very good reason. The most common reason is money. Many programs that sound great are simply too expensive. Voters may refuse to reelect *POLITICIANS* who raise taxes no matter what the money was used for.

Whether campaigning or working in an elected office, a *POLITICIAN* spends many hours making speeches and listening to speeches. Writing a speech for or against a plan requires a lot of reading first. Speaking before a large audience is a skill that may take many years to perfect.

If You Want To Be A Politician

.You should like to meet and talk to people.

.You should be strongly interested in helping your government run smoothly and effectively.

.You should write and speak well.

.You should not be easily discouraged by failure.

.You should have a good imagination and a good memory.

.You should be able to work on several tasks at once.

.You should have a reputation for dependability and honesty.

.You must be in good health to stand long, irregular hours of work.

To Prepare Yourself Now...

- .You will need at least a high school education.
- .A college education is almost a necessity for political jobs above the local level.
- .High school courses that will help you are the college preparatory courses recommended by your guidance counselor.
- .If you intend to be a part-time *POLITICIAN*, your choice of high school courses should depend on the requirements of the job you choose as a lifetime career.
- .You should do whatever you can to work for the election of *POLITICIANS* you like while you are still in school.

Remember!

- .Election campaigns may cost a lot of money. Most contributors expect favors in return for money.
- .*POLITICIANS* usually travel a lot during elections.
- .Many *POLITICIANS* are also lawyers.
- .Even the private lives of *POLITICIANS* may become public matters.
- .Every *POLITICIAN* must be prepared to lose gracefully.
- .Few political jobs offer full-time, year-round work.

A Look Ahead...

There is always a need for well-qualified, hard-working people in a democratic government. When many voters are dissatisfied with their government it is easier for new people to get a start in politics, but it is also harder to stay in. When most voters are satisfied it is easier to get reelected and harder to win the first election. Promotions depend on a *POLITICIANS* ability to win more important elections.

Salary

Local salaries in political offices are generally much lower than those in state or federal offices.

Congressmen in the South Carolina House of Representatives or Senate are paid $4,000/year plus $25/day while the Legislature is in session. They are also paid travel expenses (12¢ per mile) and receive a $200 allowance for postage.

The Governor earns $35,000/year.

Federal Congressmen earn $42,500/year.

Hours

POLITICIANS may have to work any time of the day or night.

Local *POLITICIANS* may work only a few hours/week in their political jobs.

For More Information Write To:

.Democratic Party of South Carolina Headquarters
2825 Millwood Avenue
Columbia, South Carolina

.Republican Party South Carolina State Headquarters
616 Harden Street
Columbia, South Carolina

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Judge	139
Lawyer	146

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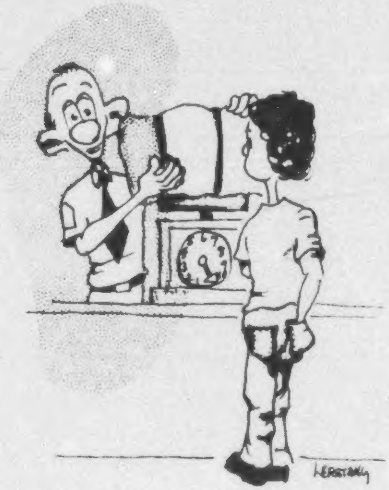
VIEW

VITAL INFORMATION for EDUCATION and WORK

Postal Clerk

D.O.T. 232.368

POSTAL CLERKS help keep the mail moving in the right directions, on time, and undamaged.



Is there any extra charge to unwrap it and feed it every hour?

2

What's It Like To Be A Postal Clerk?

D.O.T 232.368

A POSTAL CLERK works in a post office. *POSTAL CLERKS* work for the Postal Service Corporation.

There are several kinds of *POSTAL CLERKS*. Distribution clerks sort mail. Window clerks help post office customers. Transfer clerks ship the mail. Each kind of clerk may have many different jobs.

Some distribution clerks sort the mail as soon as it is brought in by the mail carriers. They sort the mail into letters, parcels, and paper mail. They turn all the envelopes in the same direction with the stamps face down. Some feed the letters into machines that cancel the stamps. Many distribution clerks sort the mail according to destination.

Window clerks sell stamps. They may also sell money orders and savings bonds. Window clerks weigh parcels. They give information on postal rules. They may rent post office boxes. In a large post office, each window clerk may do just one job. A small post office may have only one or two window clerks to do many jobs.

Transfer clerks ship the mail. They must see that the mail gets to trains or planes on time. They must also see that trucks are loaded right so the mail won't be damaged.

Window clerks have the most variety in their jobs. They meet a lot of people. They solve many different problems. All *POSTAL CLERKS* have clean, well-lighted work areas. There may be some drafts near the loading dock. A sorting area may also get dusty at times. There is always the satisfaction of working as a member of a team of professionals to get an important job done quickly and accurately.

If You Want To Be A Postal Clerk

.You should prefer to work indoors.
.You should like to work with other people as a member of a team.
.You should work accurately even when you have to work quickly.
.You should be able to lift at least 50 pounds.
.You should be able to carry 25 pounds.
.You should not mind doing some of the same, simple jobs over and over.
.You should have a good memory.
.You should be able to read fast.
.You should be able to work standing up.

To Prepare Yourself Now...

- .You should finish high school.
- .High school courses that will help you are: driver education and business courses.
- .You should visit post offices near your home to find out what jobs are available.
- .You may be able to get a part-time job at a post office during the Christmas season.

Remember!

- .Most POSTAL CLERKS start out working part-time as substitutes until replacements or new regular workers are needed.
- .Substitutes are called in order of seniority, military veteran preference, and examination scores.
- .Large post offices usually pay more than small post offices.
- .When substitutes become "regulars" they get seniority credit for their time as substitutes.
- .POSTAL CLERKS get paid vacations, sick leave, group insurance, and retirement plans.
- .Many POSTAL CLERKS belong to unions.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 1150 POSTAL CLERKS during the next 5 years (through 1976). Promotions are few but pay raises are regular. Senior POSTAL CLERKS do have a choice of assignments (such as work area).

Salary

Starting Pay Range: $3.64 to $4.14/hr

Hours

Most POSTAL CLERKS work days, 40 hours/week. POSTAL CLERKS usually receive extra time off if they work a full day of overtime.

For More Information Write To:

.Visit or call your local post office.

More View Jobs To Think About

TITLE	VIEW CARD #
Grocery Clerk	125
Shipping & Receiving Clerk	248
Stock Clerk	262

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VITAL INFORMATION for EDUCATION and WORK

PRESSER (machine)

D.O.T. 363 782

A *PRESSER* takes the wrinkles out of clothing, flattens seams, and shapes finished clothing or parts of clothing.

This is not the way a MACHINE PRESSER becomes a hand presser.

2

What's It Like To Be A PRESSER-machine

D.O.T 363 782

A *PRESSER* works indoors. A *PRESSER* may work in a tailor shop. A *PRESSER* may work in a factory that makes clothing. A *PRESSER* may also work for a dry cleaner or a laundry.

A *PRESSER* uses a machine that steams and flattens cloth. The *PRESSER* spreads the material out on a pad called a buck. The *PRESSER* then lowers the top part of the machine called the head. The *PRESSER* steps on a pedal to lock the head down. The *PRESSER* then steps on another pedal to blow steam through the buck. The *PRESSER* may move the material around after unlocking the head to press another part of the clothing. Another kind of machine has a steam iron on a movable arm instead of a head.

PRESSERS can get very hot and damp from working with a hot steam press. *PRESSERS* must work very carefully to keep from getting burned by the steam or by the hot metal head of the machine. They can get tired from standing up all day. A *PRESSER* in a clothing factory may press the same kind of clothing all the time.

If You Want To Be A PRESSER

- You should like to work with other people.
- You should be careful about paying attention to details.
- You should not mind working where it is hot and damp.
- You should like to work indoors.
- You should be able to follow instructions well.
- You should be able to work at a steady speed all day.
- You should be able to work standing up for a long time.
- You should be able to do good work even when you are in a hurry.
- You should not mind doing the same thing over and over.

To Prepare Yourself Now...

.You will need at least an 8th grade education.

.You should understand some spoken English.

.You should read the want ads in the newspaper and check with the Local Employment Office to find a job as a *PRESSER*.

Remember!

.Most employers want to hire experienced *PRESSERS*, but some are willing to train their own *PRESSERS*.

.You will learn the job while you work.

.Some employers pay according to the amount of work done in a day.

.You may have to join a union to work as a *PRESSER* in a garment factory.

.A department store may offer discounts to store employees.

.Some employers offer paid vacations and holidays, life insurance, health insurance, and retirement plans.

A Look Ahead...

South Carolina businesses need over 150 new *PRESSERS* every year. Most jobs are in the largest cities. There are not many chances for promotion. Skillful workers may make more money as hand pressers.

Salary

Starting Pay Range: $1.60 to $2.00/hr.

Hours

Most *PRESSERS* work days, 40 hrs/wk.
There may be overtime during peak seasons.

For More Information Write To:

.Institute of Industrial Launderers
1730 M Street, NW
Washington, D. C. 20036

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Laundry Worker	145
Rags Laborer	225

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card: Navy (Card #177)

State Department of Education
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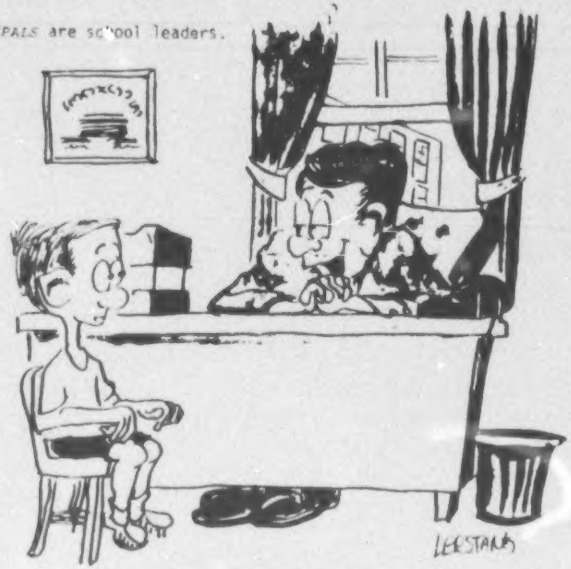
VIEW

Vital Information for Education and Work

Principal, School

D.O.T. 091 118

SCHOOL PRINCIPALS are school leaders.



We don't believe in corporal punishment for students...

so we're going to brainwash you instead.

2

What's It Like To Be A SCHOOL PRINCIPAL

D.O.T 091 118

SCHOOL PRINCIPALS run high schools and elementary schools. They have many duties. Most of the work is done in an office in the school building. *PRINCIPALS* also attend PTA meetings and may make speeches for local groups.

The *PRINCIPAL* of a large school may have a lot of help. There may be an assistant principal, several guidance counselors, a bookkeeper, secretary, and some clerks or clerk-typists. The *PRINCIPAL* of a small school may be expected to handle every job with just one secretary. Even if there are many staff members, however, the *PRINCIPAL* is still the person who must see that every job is done right.

Classes must be scheduled to allow each student to take needed courses without overcrowding any classes. Teachers' schedules must be adjusted to allow time for lunch and for preparation of class materials. Bus schedules have to be arranged to get students to and from school safely and in a reasonable amount of time. School supplies have to be ordered and inventoried.

Much of a *PRINCIPALS* time is spent talking with other people. Students with problems often need conferences with their parents, teachers, and the *PRINCIPAL*. Teachers also have problems that the *PRINCIPAL* is expected to help solve. The *PRINCIPAL* may also be asked to approve many kinds of school projects. Schools and colleges must be contacted to help students continue their education. High school *PRINCIPALS* must work very closely with local employers and vocational schools.

If You Want To Be A SCHOOL PRINCIPAL

.You should prefer to work indoors.

.You should like to meet and talk with all kinds of people.

.You should write and speak well.

.You will need teaching experience.

.You should have a lot of patience.

.You should be an effective leader.

To Prepare Yourself Now...

.You should finish high school with plans to attend a college or university.

.High school courses that will help you are those recommended by your guidance counselor to prepare you for entrance to a college or university.

.Most high school and elementary *PRINCIPALS* in South Carolina have a Master's Degree (about 6 years of college study), often in education.

Remember!

.Most *PRINCIPALS* start out as teachers or guidance counselors. Many gain experience as assistant principals before being promoted to principal.

.School *PRINCIPALS* often work many hours outside of their scheduled school hours to help solve school and community problems.

.*PRINCIPALS* are eligible for state retirement plans, sick leave, group insurance programs, and paid vacations.

.Some *PRINCIPALS* are hired on a year-round basis, others for 9 or 10 months of the year.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for over 300 *PRINCIPALS* during the next four years. Experienced *PRINCIPALS* who wish to relocate should have little difficulty finding jobs in most parts of the country.

Salary

Most elementary school *PRINCIPALS* in South Carolina earned between $10,000 and $15,000 per year with a master's degree, and from $8,500 to $12,000 per year with a bachelor's degree.

Most high school *PRINCIPALS* in South Carolina earned between $11,000 and $17,000 per year with a master's degree, and from $11,000 to $13,000 per year with a bachelor's degree (less than 3% had only a bachelor's degree).

Hours

PRINCIPALS usually have office hours from 8:00 a.m. to 5:00 p.m., 5 days per week.

For More Information Write To:

.National Education Association of the U.S.
1201 16th Street, NW
Washington, D. C. 20036

.U.S. Department of Health, Education and Welfare
Office of Education
Washington, D. C. 20202

State Department of Education
Office of Vocational Education
Research Coordinating
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Security Commission

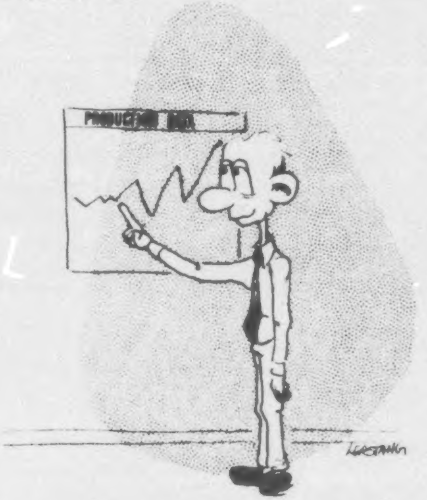
VIEW

VITAL INFORMATION for EDUCATION and WORK

Production Clerk

D.O.T. 221.388

PRODUCTION CLERKS help manufacturers make products at about the same speed as the customers buy them.



...and this little upswing was a hiccup when I was drawing the chart.

2

What's It Like To Be A Production Clerk?

D.O.T 221.388

PRODUCTION CLERKS work indoors. PRODUCTION CLERKS may work for canneries. They may work for meat packers. Most work for manufacturing plants.

PRODUCTION CLERKS see that goods are produced fast enough to fill orders on time. They also keep the plant from making goods faster than they can be sold. A good production clerk tries to arrange for goods to be shipped as soon as they are finished. Quick shipping keeps warehouse stocks low. Since manufacturers pay taxes on goods in a warehouse, they like to keep as little as possible in stock.

PRODUCTION CLERKS use many kinds of forms and records. They keep records of orders and shipping dates. They adjust shipping dates to fit production estimates. They also keep a perpetual inventory. The inventory is a daily record of the goods in stock. It is kept by subtracting shipments from production records. An invoice is a record of shipment. A work ticket is a record of production.

PRODUCTION CLERKS tell customers and foremen when shipments are scheduled. Foremen tell PRODUCTION CLERKS when orders will be finished early or late. The clerks may change shipping dates. They may also arrange for warehouse storage.

PRODUCTION CLERKS may be under a lot of pressure during busy seasons. They have to be very, very nice to customers who are upset over late shipments. They have to be careful not to promise too much to good customers who want special service.

Most manufacturing plants have modern, comfortable offices. A small plant may have several kinds of clerks in one office. Some large plants have a PRODUCTION CLERK for each department. A PRODUCTION CLERK in a large plant may share an office with a production foreman or with other PRODUCTION CLERKS.

If You Want To Be A Production Clerk

.You should prefer to work indoors.
.You should like to work with other people.
.You should do neat, accurate work even when you are in a hurry.
.You should have a good memory.
.You should like to work with numbers.
.You should not mind working at a desk most of the day.
.You should not be easily upset when well-made plans go wrong.

3

PRODUCTION CLERK **D.O.T. 221.388**

To Prepare Yourself Now...

.You should finish high school.

.High school courses that will help you are: English, (grammar & spelling), business mathematics, typing, and bookkeeping.

.You should take high school courses in office occupations and office machines at an area vocational center.

Remember!

.Mistakes by *PRODUCTION CLERKS* can cost a plant a lot, especially if the mistakes upset good customers.

.On-the-job training may last from 3 to 6 months.

.*PRODUCTION CLERKS* may get discounts on company merchandise.

.Many plants have customer service departments that relay information between customers and *PRODUCTION CLERKS*.

.Most employers offer paid vacations and holidays, group insurance, and retirement plans.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 600 *PRODUCTION CLERKS* during the next 5 years (through 1976). Experienced *PRODUCTION CLERKS* with leadership ability may be promoted to clerical supervisors.

4

PRODUCTION CLERK **DOT 221.388**

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *PRODUCTION CLERKS* work days, 40 hrs/wk.

For More Information Write To:

.National Business Education Association
1201 16th Street, NW
Washington, D. C. 20036

More View Jobs To Think About

TITLE	VIEW CARD #
Accounting Clerk	1
Bank Clerk	27
Bookkeeper	34
Payroll Clerk	193

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VIEW

VITAL INFORMATION for EDUCATION and WORK

Production Foreman

D.O.T. 183.168

PRODUCTION FOREMEN are responsible for manufacturing the most goods possible in the least amount of time without spoiling the quality of the goods or overworking anyone.

... except the production foreman.

2

What's It Like To Be A Production Foreman?

D.O.T 183.168

A *PRODUCTION FOREMAN* works indoors. *PRODUCTION FOREMEN* work in manufacturing plants. They keep production on schedule. They keep quality up to company standards.

PRODUCTION FOREMEN have to know a lot about machines. They also have to know a lot about people. *PRODUCTION FOREMEN* try to produce the greatest possible amount of quality goods at the lowest possible price. Raising production while lowering costs can be a tricky job. *PRODUCTION FOREMEN* may use time and motion studies to make better use of workers' time. They may change the layout of a shop to put related jobs together. They may separate noisy operations from the rest of the shop. *PRODUCTION FOREMEN* watch workers to see which ones work well together. They may recommend promotions and transfers. They try to put people in jobs they are best suited for.

A *PRODUCTION FOREMAN* is usually the "boss" of a part of the plant. The foreman may be responsible for hiring and firing workers in that part of the plant. The foreman may also be responsible for explaining company rules to new workers. A foreman who gets along well with other people may get good production without the best machinery. A foreman who can't keep workers happy may have trouble getting the job done with any kind of machinery.

A *PRODUCTION FOREMAN* often has a small private office. Most *PRODUCTION FOREMEN* spend very little time in an office. They must spend most of their time watching for production problems in the shop. Of course, there is some paperwork needed to schedule workers' hours. There are also production estimates and reports to write. *PRODUCTION FOREMEN* must schedule their own time very carefully. They must get the paperwork done on time. They must watch the operation of the plant, too.

If You Want To Be A Production Foreman

.You should prefer to work indoors.
.You should like to work with other people.
.You should enjoy working with machines.
.You should be able to explain things simply and clearly in oral or written instructions.
.You should like work that makes you use your hands and your brains.
.You should have a lot of patience.
.You should be willing to keep working at a job until you have it right.
.You should like to work with mathematics.
.You should speak and hear well (hearing aids are OK).

To Prepare Yourself Now...

.You should finish high school with plans to study for an associate degree in engineering or drafting and design technology.

.High school courses that will help you are: algebra, geometry, physics, English, and typing.

.Technical Education Centers offer 2-year courses in drafting and design, and a variety of courses in engineering technology.

Remember!

.Even if you have an associate degree, on-the-job training may take from 4 to 10 years.

.When a worker has a question about a job, the foreman is often expected to have the right answer.

.Most employers offer paid vacations, holidays, group insurance, discounts on company merchandise, retirement funds, profit sharing plans, and bonuses for supervisory workers.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 900 *PRODUCTION FOREMEN* during the next 5 years (through 1976). A qualified, experienced *PRODUCTION FOREMAN* in a large plant may be promoted to other supervisory positions with greater benefits and responsibilities. Promotion opportunities are generally more limited in a small plant simply because there are fewer job openings at the management level.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *PRODUCTION FOREMEN* work days, 40 hrs/wk.
Some work may be necessary in the evening or on weekends.

For More Information Write To:

.American Management Association
135 West 50th Street
New York, N. Y. 10020

More View Jobs To Think About

TITLE	VIEW CARD #
Metal Machinery Foreman	167
Plant Manager	204

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VITAL INFORMATION for EDUCATION and WORK

Professional Athlete

D.O.T. 153.348

PROFESSIONAL ATHLETES compete in sports for money.

Where there's a will, there's a way ... I think.

2

What's It Like To Be A Professional Athlete?

D.O.T 153.348

PROFESSIONAL ATHLETES work indoors or outdoors. They are sportsmen and entertainers. Athletes may only perform part of the year. Baseball players don't compete in winter. Hockey players don't compete in summer. They both work all year round practicing and exercising.

There is one major difference between amateur and *PROFESSIONAL ATHLETES*. Professionals are paid to compete. Amateurs are not paid to compete. Professionals must be experts. Their salaries come from the people who pay to watch them play. They are also paid by companies that sponsor television sports shows. They must be much better athletes than most to attract a large audience.

Most *PROFESSIONAL ATHLETES* are members of teams. They must support each other. No athlete is good enough to do the job of a whole team alone.

Athletes spend only a few hours each week actually competing. They spend many more hours training. They may study complicated plays and game plans. They may also spend many hours on planes and busses travelling to gyms and playing fields around the country.

There are many pressures on a professional athlete. Trying to catch up when the opponent is ahead creates a lot of pressure. Staying ahead when the audience is pulling for the other team is hard work, too.

If You Want To Be A Professional Athlete

- You should have excellent coordination, agility, speed, and strength.
- You should be unusually skilled at one or more sports.
- You should follow instructions well.
- You should have good eyesight and hearing.
- You should work well as a member of a team.
- You should not let your emotions keep you from thinking clearly.
- You should have a strong desire to win.

To Prepare Yourself Now...

- You should finish high school.
- You should prepare yourself for college even if you don't expect to go (there are a lot of athletic scholarships each year).
- High school courses that will help you are: the courses recommended by your counselor to prepare you for entrance to a college or university.
- You should work very hard for your high school athletic program (professional scouts start watching the progress of good athletes while they are in high school).

Remember!

- Colleges and universities have some of the best coaches in the country.
- The average *PROFESSIONAL ATHLETE* only competes for about 15 years (a college education can be a big help in finding other work).
- Broken bones are common in some sports.
- Professional athletes may spend a large part of the year away from their homes and families.
- Transportation, meals, lodging, uniforms, and equipment are usually paid for by the team managers or ball club owners.

A Look Ahead...

There is a constant turnover of players in professional sports. There is also expansion of professional leagues into many cities which have not had professional teams before. However, there is still a tremendous amount of competition for the jobs. Only the best high school players get college scholarships and only the best college players can be sure of professional contracts. An amateur who doesn't turn professional by the age of 26 probably won't make it. Most *PROFESSIONAL ATHLETES* retire from competition before the age of 40. They may enter businesses they prepared for in college. Many become coaches, trainers, or managers of professional teams.

Salary

From about $3,500 to over $100,000 per year
The earnings of a *PROFESSIONAL ATHLETE* depend largely on the athlete's skill. Some are paid on a contract basis (baseball, football, and basketball players). Others are paid by the performance (prize fighters, jockeys, and golfers). Television commercials and bonuses add to top athletes' incomes.

Hours

PROFESSIONAL ATHLETES may compete only a few hours each week, but many more hours are spent training and practicing. Of course, a good trainer will see that the athletes get all the rest they need.

For More Information Write To:

- American Association for Health, Physical Education, and Recreation
  1201 Sixteenth Street NW
  Washington, D. C. 20036
- You should also discuss your plans with your high school coaches.

More View Jobs To Think About

TITLE	VIEW CARD #
Coach, Athletic	57

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

VIEW

Vital Information for Education and Work

Programmer, Computer

D.O.T. 020 188

COMPUTER PROGRAMMERS tell computers what to do.

Attention all ambulatory biomechanisms, expedite rectification of localized energy transmission failure.

2

What's It Like To Be A Computer Programmer

D.O.T 020 188

PROGRAMMERS write instructions for computers. In one way a computer seems very "smart". It can make many calculations very quickly and doesn't "forget" things. In another way it seems very stupid. It can only do exactly what a *PROGRAMMER* instructs it to do.

Instructions for computers must be written in very simple steps. The problem must first be examined by an experienced *PROGRAMMER*. The problem is broken down into several steps required to solve it. *PROGRAMMERS* then write detailed instructions for solving each step. The instructions are arranged in a form called a flow sheet. The flow sheet shows the exact order in which every calculation is made.

PROGRAMMERS also write instructions for computer operators. The instruction sheet tells the operator how to give the instructions to the computer.

After all the instructions and flow sheets are finished the program must be tested. *PROGRAMMERS* use a sample of the figures to be processed. They review the entire program step by step using the sample figures. Parts of the program may be rewritten to correct any difficulty. Next, the program is tested on a computer.

Many *PROGRAMMERS* may work together as a team to solve a complicated problem. Simple problems may be programmed by only one person in a few days time. Programming offices are usually confortable and well-lighted. They must be air-conditioned to keep the computers cool.

If You Want To Be A Computer Programmer

.You should be able to "think through" a problem logically.

.You should be able to work at a task until it is exactly right.

.You should enjoy mathematical work.

.You should have a good memory for details.

.You should work well as a member of a team.

.You should follow instructions well.

To Prepare Yourself Now...

- .You should finish high school with plans to attend a college or Technical Education Center.
- .High school courses that will help you are those recommended by your guidance counselor to prepare you for college plus as many mathematic courses as you can take.
- .Many employers prefer to hire college graduates as computer programmers.

Remember!

- .Because every business has its own special programs even a graduate with a degree in computer science will need several weeks of on-the-job training.
- .Most employers offer paid vacations and holidays, sick leave, group insurance rates, and retirement benefits.
- .Short deadlines for completed work may put a lot of pressure on programmers.
- .New computers may require programmers to spend some time learning new programming methods.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for about 114 *PROGRAMMERS* during the next four years. Most jobs are for business programmers. Experienced *PROGRAMMERS* are usually promoted to supervisory jobs in the programming department.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

PROGRAMMERS usually work days, 40 hours/week. Overtime may be necessary to meet deadlines.

For More Information Write To:

.American Federation of Information Processing Societies
210 Summit Avenue
Montvale, New Jersey 07645

.Data Processing Management Association
505 Burse Highway
Park Ridge, Illinois 60068

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Computer Operator	61

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
Office of Vocational Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

Psychiatrist

D.O.T. 070.108

PSYCHIATRISTS treat mental disorders.

But you can't be Napoleon! I'm Napoleon.

2

What's It Like To Be A Psychiatrist

D.O.T 070 108

A *PSYCHIATRIST* is a doctor who specializes in mental health. Many *PSYCHIATRISTS* work in mental hospitals. Some work in general hospitals and clinics. In addition to treating patients they may spend part of their time teaching.

PSYCHIATRISTS treat a variety of patients. They help people overcome emotional problems. They counsel people with family or work problems. They also treat serious mental illnesses.

There are several methods of treatment used by *PSYCHIATRISTS*. Psychotherapy means treatment of the mind. It may be used for individuals, small groups, or families. Patients may act out roles to show their reactions to certain situations. The *PSYCHIATRIST* or other members of the group then discuss the possible reasons for each patients' reactions. In psychoanalysis the *PSYCHIATRIST* listens to the patients talk about whatever they happen to be thinking about. The patients' random thoughts give many clues to their basic attitudes. Behavioral conditioning uses reward and punishment to help patients break bad habits. Drug therapy is often helpful to patients who are very nervous or very depressed. Milieu therapy helps patients get along better with other people. Most psychiatric methods teach patients to better understand themselves. Knowing why you are afraid, nervous, depressed, or unhappy helps a great deal in doing something about it.

PSYCHIATRISTS work very closely with psychologists, social workers, and other doctors. Nurses and other hospital workers are also part of the psychiatric team.

If You Want To Be A Psychiatrist

.You should be sincerely interested in other people and their problems.

.You should enjoy scientific work.

.You should prefer work that requires you to think a great deal.

.You should prefer work that requires very little strength or use of your hands.

.You should be a good listener.

.You should be willing to spend many years in school.

To Prepare Yourself Now...

.You should finish high school with plans to attend a college or university.

.High school courses that will help you are those recommended by your guidance counselor to prepare you for entrance to a college or university.

.You should plan to take the pre-medical courses for your bachelor's degree (4 years).

Special Entry Requirements

.The College of Medicine at the Medical University of South Carolina requires at least three years (preferably four) of college courses including English, biology, physics, chemistry and mathematics. Applicants must also make a satisfactory score on the Medical College Admission Test.

.Graduates of a medical college may take the licensing examination given by the South Carolina Board of Medical Examiners but a permanent license to practice medicine is not given until the graduate completes training as a hospital intern or resident.

.The specialty of psychiatry requires at least three years of residency at an accredited psychiatric hospital or psychiatric department of a general hospital after the year of internship.

.Two years of psychiatric experience after residency qualify a *PSYCHIATRIST* to take examinations given by the American Board of Psychiatry and Neurology. Those who pass become Diplomates in Psychiatry.

Remember!

.To become a Diplomate in Psychiatry requires at least 12 to 14 years of study and experience after graduation from high school.

.*PSYCHIATRISTS* do a lot of writing for professional journals, lectures, books, and case histories.

.Students at the Medical University of South Carolina are expected to buy their own medical instruments and microscopes.

.Their are loans and scholarships available for medical students.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for about 15 additional *PSYCHIATRISTS* during the next five years. Considering the very high educational requirements the national demand is expected to remain greater than the number of qualified *PSYCHIATRISTS* for many years.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *PSYCHIATRISTS* set their own working hours according to the number of patients they are able to handle at one time. They often spend many "extra" hours writing.

For More Information Write To:

.American Psychiatric Association
1700 Eighteenth Street, NW
Washington, D. C. 20009

More View Jobs To Think About

TITLE	VIEW CARD #
Mental Health Technician	165
Psychologist	219

State Department of Education
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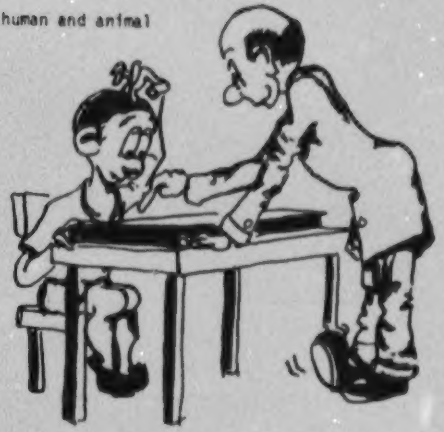
VITAL INFORMATION for EDUCATION and WORK

Psychologist

D.O.T. 045.108

PSYCHOLOGISTS study human and animal behavior.



Okay, kid.

You got the square pegs in the round holes,

now let's see you get'em out!

2

What's It Like To Be A Psychologist

108
045 088
D.O.T

PSYCHOLOGISTS are scientists who study behavior. There are many kinds of *PSYCHOLOGISTS*.

Experimental *PSYCHOLOGISTS* often study animal behavior. Nearly everyone has noticed pets or other animals acting very much like humans. Comparative *PSYCHOLOGISTS* to decide what normal behavior really is. After all, behavior that is perfectly normal at one age or in a certain place may not be normal at all in other places or at another age.

Clinical *PSYCHOLOGISTS* help mentally or emotionally ill patients. They talk to the patients. They watch the patients play and work. They give psychological tests to patients. They also talk to people who have known the patients. Together with psychiatrists and other doctors they teach their patients normal behavior. A big part of their job is helping patients to understand their own problems.

School *PSYCHOLOGISTS* and counseling *PSYCHOLOGISTS* work with people whose mental problems do not require hospitalization. They use the same methods used by the clinical *PSYCHOLOGIST*. They can often help people who might need care in a mental hospital later on if their little problems were allowed to grow.

Engineering *PSYCHOLOGISTS* design machines so they can be most comfortably used by people. They may work with industrial *PSYCHOLOGISTS* to set up an entire plant. The engineering *PSYCHOLOGISTS* makes sure the machines are built and arranged for the convenience of the operators. Industrial *PSYCHOLOGISTS* give tests to the people who apply for jobs to help the company hire the ones who will probably be most satisfied with each kind of machine operation. They also set up employee training programs.

If You Want To Be A Psychologist

.You should have a strong desire to learn a lot about people.
.You should be willing to spend most of your life studying psychology.
.You should notice details.
.You should not be discouraged easily.
.You should not be easily upset emotionally.
.You should be able to plan well and to carry out your plans smoothly.
.You should read and write well.

To Prepare Yourself Now...

.You should finish high school with plans to attend a college or university for six to eight years.

.High school courses that will help you are those recommended by your guidance counselor to prepare you for entrance to a college or university.

.If you have a choice of foreign languages, French and German will be needed for an advanced degree.

Special Entry Requirements

.Most career psychologists have the Ph.D. degree. Some jobs with lower pay and less responsibility require only a master's degree. A bachelor's degree in psychology does not meet the requirements for any job as a *PSYCHOLOGIST*.

.Out of about 25,000 bachelor's degrees awarded each year in psychology, only about 5,000 are admitted to master's degree programs. Only about 2,000 Ph.D. degrees are earned each year.

.Most *PSYCHOLOGISTS* do a lot of writing (research papers, speeches, magazine articles, and books).

.Universities usually help graduating *PSYCHOLOGISTS* find jobs. The monthly employment bulletin of the American Psychological Association also lists job vacancies for *PSYCHOLOGISTS*.

.Only about 6% of all *PSYCHOLOGISTS* are self-employed.

Remember!

The South Carolina Employment Security Commission expects a statewide demand for over 160 *PSYCHOLOGISTS* during the next five years. Greatest demand is in mental hospitals, clinics, and schools. Due to the high educational requirements the demand is expected to remain higher than the number of qualified people for at least the next ten years.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Hours of work vary depending on the *PSYCHOLOGISTS'* area of specialization. Many *PSYCHOLOGISTS* set their own schedules and work whatever hours are necessary to get the job done.

For More Information Write To:

.American Psychological Association
1200 Seventeenth Street, NW
Washington, D. C. 20036

More View Jobs To Think About

TITLE	VIEW CARD #
Mental Health Technician	165
Psychiatrist	218

State Department of Education
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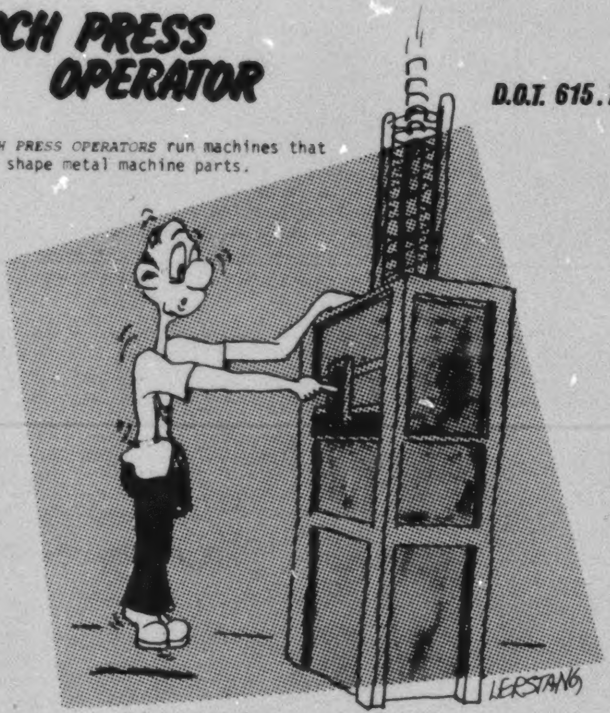
VIEW

VITAL INFORMATION for EDUCATION and WORK

PUNCH PRESS OPERATOR

D.O.T. 615.782

PUNCH PRESS OPERATORS run machines that stamp and shape metal machine parts.



B-b-b boy! When you puh-puh-punch a punch press it puh-punches b-b-b-back!

2

What's It Like To Be A PUNCH PRESS OPERATOR?

D.O.T 615.782

PUNCH PRESS OPERATORS work in machine shops. They run machines that cut and shape metal plates. *PUNCH PRESS OPERATORS* usually work standing up.

Punch presses may have many dies for different jobs. A die is a metalworking tool. Some dies punch holes. Others cut notches. Some dies just crease the metal. The metal that is punched is called the workpiece.

A punch press doesn't drill or grind metal. The die must hit the workpiece very hard to crease or cut it. A punch press is noisy. The operator can feel the jolt each time the press makes a punch. The work area may be very dusty from the vibration.

PUNCH PRESS OPERATORS may lift each workpiece to load and unload their presses. The workpieces may be very heavy and hard to handle. An operator may use other machinery to lift some workpieces. Feeler gages may be used to line up a workpiece. Clamps may hold the workpiece in place.

Press operators often measure some finished workpieces. Vibration may loosen some parts of the punchpress. An operator may use wrenches, screwdrivers, and mallets to adjust the press.

If You Want To Be A Punch Press Operator

.You should prefer to work indoors.

.You should like to work around large machines.

.You should not mind loud noises.

.You should not mind doing some of the same things over and over again.

.You should not mind getting dirty when you work.

.You should be able to lift about 100 pounds.

.You should be able to work standing up.

.You should be willing to check your own work.

.You should follow instructions well.

To Prepare Yourself Now...

- .A high school education can make it easier to get a job as a *PUNCH PRESS OPERATOR*.
- .High school courses that will help you are: algebra, geometry, and physical science.
- .You should take courses in blueprint reading and machine shop at an Area Vocational Center or Technical Education Center.

Remember!

- .Most employers offer paid holidays and paid vacations.
- .More than half of the metalworking shops in South Carolina pay for their employees' life insurance.
- .Some companies pay Christmas bonuses and give educational assistance for technical courses.
- .Many companies pay for funeral leave, jury duty, and military service training.
- .Some companies offer employee discounts on purchases, free work uniforms and uniform laundry.
- .Many companies have pensions, profit sharing, and other investment and retirement plans.
- .Many *PUNCH PRESS OPERATORS* belong to labor unions.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 200 *PUNCH PRESS OPERATORS* during the next 5 years (through 1976). Experienced *PUNCH PRESS OPERATORS* with supervisory abilities may become foremen. An operator who takes technical courses and learns to set up and operate other metalworking machinery may eventually become a highly skilled machinist or tool and die maker.

Salary

PAY RANGE: $2.48 to $2.90 per hour (State average)

Hours

Most *PUNCH PRESS OPERATORS* work 40 hours per week. About half the metalworking companies in South Carolina operate on more than one shift.

For More Information About Write To:

.International Association of Machinists and Aerospace Workers
1300 Connecticut Avenue, N.W.
Washington, D. C. 20036

.International Union, United Automobile, Aerospace and
Agricultural Implement Workers of America
8000 East Jefferson Avenue
Detroit, Michigan 48214

More View Jobs To Think About

TITLE	VIEW CARD #
Bag Machine Operator	24
Drill Press Operator	87
Offset Duplicating Machine Operator	183
Screw Machine Operator	239

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VIEW

Vital Information for Education and Work

Quality Technician

D.O.T. 019.281

QUALITY TECHNICIANS make sure a product is as good as it is designed to be.

Yep, it IS Good Right to the Last Drop!

2

What's It Like To Be A Quality Technician?

D.O.T 091.281

QUALITY TECHNICIANS work in many industries. They may be trained in many technical specialties. Most *QUALITY TECHNICIANS* in South Carolina work in plants that make chemical products. They are usually chemical technicians. Many work in plants that make electrical or mechanical equipment. They may be electromechanical technicians. Others work in places like textile mills, furniture factories, and paper mills.

QUALITY TECHNICIANS make sure products meet their companies' standards. They may test products at any stage of production. Sometimes even the raw materials are tested before being used.

Some tests are very simple. Dyes and paints may be compared to charts to check their color. Fabric may be tested for strength by measuring the amount of force needed to tear it.

Some tests are complicated. Tests of guidance systems used in spacecraft can take days to make. Many tests require the use of a computer to check the results.

QUALITY TECHNICIANS may work under a lot of pressure. If they are not strict enough, their companies may get complaints from customers. If they are too strict, the company may lose money remaking products that were good enough to start with.

QUALITY TECHNICIANS usually work indoors. Their working conditions depend on what type of business they work for. Some jobs are done sitting down. Others may require constant standing and walking. Some jobs require no lifting at all. Others may require lifting things that weigh as much as 50 pounds.

QUALITY TECHNICIANS have a lot of choice in where they work. The first choice is very important, though. Each company's methods of quality control may be very specialized. Moving from one company to another, even in the same industry, may mean having to learn a lot of things all over again.

If You Want To Be A Quality Technician

.You should prefer to work indoors.
.You should not mind doing some of the same things over and over again.
.You should pay close attention to details.
.You should be good at mathematics.
.You should write and speak well.
.You should be able to imagine how solid objects will look from drawings or written descriptions.
.You should enjoy reading technical articles in books and magazines.
.You should do well in high school vocational courses.
.You should follow instructions well.
.You should not mind working alone.

To Prepare Yourself Now...

- .You will need a high school education to begin training as a *QUALITY TECHNICIAN*.
- .High school courses that will help you are: English, mathematics, physics, chemistry and typing.
- .You should take vocational courses related to the industry you plan to work in (your counselor can help you with your choice).
- .You should plan to take courses in some type of engineering technology at a Technical Education Center.

Remember!

- .In addition to salary, some of the things you should consider in choosing the kind of company you want to work for are: location, usual working hours, job security, and fringe benefits.
- .Typical fringe benefits you should look for are: holiday pay; vacation plans; life, health, and accident insurance; Christmas bonus; employee discounts; educational assistance, funeral leave pay; uniform allowance; investment, pension, and profit sharing plans; pay for jury duty; service awards; travel insurance; and salary continuation (in case of disability).
- .Average fringe benefits in South Carolina's manufacutring industries range from 13 per cent to 27 per cent of the payroll.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 150 *QUALITY TECHNICIANS* during the next 5 years (through 1976). Experienced *QUALITY TECHNICIANS* may be promoted to management positions. Some may become systems analysts or research and development technicians.

Salary

Pay Range: $2.81 to $3.56 per hour (State Average)

Hours

Most *QUALITY TECHNICIANS* work 35 to 40 hours per week. The hours and days they work depend on the type of industry they work for.

For More Information Write To:

.Engineers' Council for Professional Development
345 East 47th Street
New York, New York 10017

.National Council of Technical Schools
1835 K Street, NW, Room 907
Washington, D. C. 20006

More View Jobs To Think About

TITLE	VIEW CARD #
Garment Inspector	120
Tool Inspector	281

State Department of Education
Office of Vocational Education
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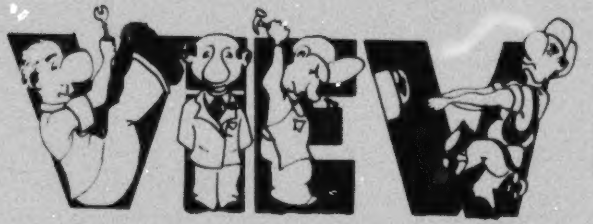
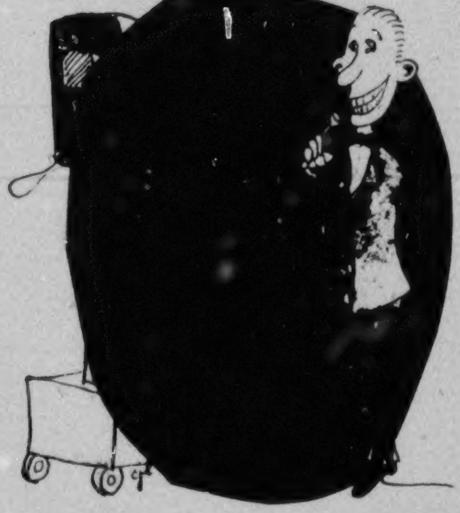


Vital Information for Education and Work

Radio or Television Announcer D.O.T. 159 148



Hi, Mom!

RADIO AND TELEVISION ANNOUNCERS tell watchers and listeners what's going on in the world, what people want to sell, what program is coming on next and anything else that is easier to say than show.

2

What's It Like To Be A Radio or Television Announcer D.O.T 159 148

A *RADIO OR TELEVISION ANNOUNCER* usually works indoors at a radio station or television studio. Some news reporters may make "on the scene" reports under all kinds of conditions. A radio station or television studio is usually clean, well-lighted, and air-conditioned. The lights used during a television production are very bright and hot. "On the scene" reporting of fire, riots, and other events can be dangerous work.

ANNOUNCERS may have to write their own scripts or they may read announcements prepared by a staff of writers. *ANNOUNCERS* have to time their performance exactly to fit a broadcasting schedule. No matter how rushed or uncomfortable an *ANNOUNCER* feels, the audience must not notice it.

ANNOUNCERS usually start out in small local stations. After getting experience and training they move to better jobs in bigger stations. A job with a national radio or television network usually requires a college degree and several years of job experience. In a small station an *ANNOUNCER* may have to operate a transmitter or a control board. An *ANNOUNCER* has to be licensed by the Federal Communications Commission to operate a transmitter or a control board.

ANNOUNCERS who become successful lose a lot of privacy. People may stop popular *ANNOUNCERS* on the street and ask for autographs.

If You Want To Be A Radio or Television Announcer

- .You should like to talk to large groups of people.
- .You should be able to keep track of a lot of details all at once like time, volume controls and which camera to look at.
- .You must have a pleasant personality and a clear speaking voice.
- .You should be physically attractive.
- .You should not mind wearing heavy makeup.
- .You should not mind constant competition to keep your job.
- .You must have a broad vocabulary.

To Prepare Yourself Now...

- .You should complete your high school education.
- .High school courses that will help you are: English, speech, foreign languages, history, civics, drama, and debating.
- .You should take a vocational course in basic electronics.
- .You should take courses in broadcasting at a technical education center, junior college or university.
- .You may be able to get a part-time job at a local station while you are studying broadcasting.
- .A "ham" radio hobby may help you get a Radiotelephone Operator License.

Remember!

- .Most employers require an *ANNOUNCER* to have a Third Class Radiotelephone Operator License.
- .Some employers require an *ANNOUNCER* to have a First Class Radiotelephone Operator License.
- .The Federal Communications Commission gives the tests for Radiotelephone Operator Licenses.
- .The usual way to apply for a job is by sending a resume, an audition tape, and a request for an interview to the station for which you wish to work.
- .You may be required to join a union.
- .Many employers offer paid vacations and holidays, group insurance, retirement plans, and profit sharing or bonuses.

A Look Ahead...

Most jobs for trained but inexperienced *ANNOUNCERS* are in the local stations of small towns. There is a gradual increase in the number of *ANNOUNCERS* needed each year but there is a lot of competition for the jobs. Experienced *ANNOUNCERS* may get higher paid jobs with bigger stations. *ANNOUNCERS* may also become program directors or operation managers.

Salary

Starting Pay Range: $3.13 to $3.49/hr.

Hours

Most *ANNOUNCERS* work 40 to 44 hrs/wk, days or nights. *ANNOUNCERS* may work on weekends or holidays.

For More Information Write To:

.American Federation of Television and Radio Artists
724 Fifth Avenue
New York, New York 10019

.National Association of Broadcasters
1771 N Street, NW
Washington, D. C. 20036

More VIEW Jobs To Think About

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

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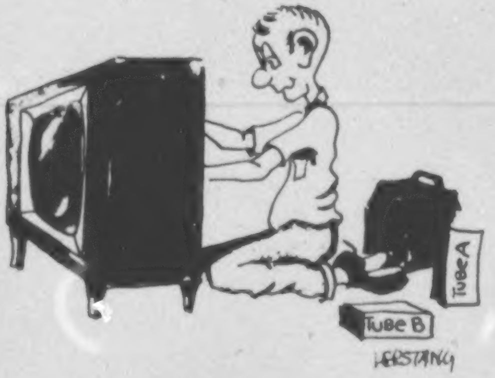
VITAL INFORMATION for EDUCATION and WORK

Radio and Television Serviceman D.O.T. 720 281

A *RADIO AND TELEVISION SERVICEMAN* repairs and adjusts equipment in a workshop or in a customer's home or office.



Tube "B"

or not

Tube "B"

2

What's It Like To Be A Radio and Television Serviceman D.O.T 720 281

A *RADIO AND TELEVISION SERVICEMAN* works in a radio and television shop. Sometimes the *SERVICEMAN* may have to go to a customer's house or office to repair equipment that is too large to bring to the shop. A radio and television repair shop is usually a pleasant place to work. The *SERVICEMAN* sits on a stool with his work in front of him on a bench or table. *SERVICEMEN* may spend a lot to time in a car or truck if they make many house calls.

A big part of the *REPAIRMAN'S* job is finding out why the radio or television doesn't work. He tracks down the trouble by looking for burned out parts and bad connections, by using electrical testing devices, and by listening to the customer's description of how the trouble started. After the *REPAIRMAN* finds out what is wrong he must decide how to fix it. The *REPAIRMAN* may use blueprints, wiring charts, and service manuals to find out how to replace various parts.

When the *REPAIRMAN* knows what is wrong and how to fix it, he tells the customer how much the work will cost. The *REPAIRMAN* often has to explain why the cost is so much.

To make repairs the *REPAIRMAN* uses soldering irons, pliers, wire cutters, wrenches, and screwdrivers. Some parts are so small the *REPAIRMAN* may use a magnifying glass to work on them. All electrical *REPAIRMEN* have to be careful not to get burned or shocked.

If You Want To Be A Radio and T.V. Serviceman

.You should like to work indoors.

.You must have good color vision.

.You must have good hearing and you must be able to tell different tones apart.

.You should be able to lift at least 50 pounds.

.You should be able to follow instructions exactly.

.You should be able to read charts and diagrams.

.You should like to work with hand tools.

.You should enjoy detailed work.

To Prepare Yourself Now...

.You should complete your high school education.

.High school courses that will help are: general science, physics, drafting, electric shop, trigonometry, basic electronics, algebra, trade mathematics, mechanical drawing, English (grammar and spelling), and radio or TV shop.

.You should discuss any plans for training at area vocational school or technical education centers with your conselor and the local Joint Apprenticeship Committee.

.A hobby as a ham radio operator can help you get a license to install and repair two-way radios.

Remember!

.You will have to be 18 years old to get an apprenticeship.

.You will have to pass a written test and a physical examination to become a journeyman.

.You must have a Second Class Radio Telephone Operator's license to install and repair two-way radios.

.Some employers offer paid vacations and holidays, group insurance, sick leave, profit sharing plans, and equipment discounts.

A Look Ahead...

There is a steady demand throughout South Carolina for qualified *RADIO AND TELEVISION SERVICEMEN*. Improved equipment and manufacturing methods have reduced the need for service in new equipment. *REPAIRMEN* will need constant study and retraining to keep up with changes in repair needs. Some *REPAIRMEN* may be promoted to foremen or service managers. Many *RADIO AND TELEVISION SERVICEMEN* start their own businesses.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *RADIO AND TELEVISION SERVICEMEN* work days, 40 hrs/wk. There is some overtime work at night or on weekends.

For More Information Write To:

.National Alliance of Television Associations
5908 South Troy Street
Chicago, Illinois 60629

The best way to become a radio and television serviceman is through an apprenticeship. Read The VIEW card titled *RADIO & TELEVISION SERVICEMAN APPRENTICE*. Card #224.

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Appliance Serviceman	13
Sewing Machine Repairman	244
Small Appliance Repairman	251
Telephone Repairman	277

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

VITAL INFORMATION for EDUCATION and WORK

Radio and T.V. Serviceman Apprentice

D.O.T. 720.281

An apprenticeship is a contract between you and the company you work for. The employer agrees to teach you all the skills needed to perform your job during a 3 to 5 year training period. The employer also agrees to give you regular pay raises as you complete parts of the program. You must agree to complete the training in the time allowed. You must also agree to attend any vocational classes required by the training schedule.

A person sometimes learns a trade as a helper without an apprenticeship agreement, but a helper doesn't earn as much as an apprentice. A helper may not get regular pay raises. A helper may never learn all he needs to know because he won't have a planned program which includes vocational school training or practice in all the job skills.

Following is an example of the type of training you would receive as a Radio-Television Repairman Apprentice:

(1000 hours equal about six months)

I. PROPER USE OF SHOP, WORK BENCHES, TOOLS, AND EQUIPMENT — 200 hours
  A. Care of shop for general appearance and safety of personnel.
  B. Care of fine finishes on radio cabinets and other equipment.
  C. Use of lathe, drill press, bearing press, jig saws, and other tools.
  D. Proper soldering and splicing techniques.
  E. Making out job records.
  F. Keeping project of work books, time cards, and customer records.

II. USE OF RADIO AND ELECTRICAL COMPONENTS, TOOLS, AND EQUIPMENT, SUCH AS: — 300 hours
  A. Resistors
    1. Wire wound
    2. Composition
  B. Capacitors
    1. Electrolytic
    2. Paper
    3. Mica
  C. All types of transformers
  D. Transducers
    1. Electromechanical
    2. Electroacoustical
  E. Electron vacuum tubes
  F. All types of components used in electronic field
  G. Wire types and gauges

III. INSTALLATION, REMOVAL, AND REPAIR OF ALL TYPES OF ELECTRICAL AND ELECTRONIC EQUIPMENT FROM THEIR ENCLOSURES, SUCH AS: — 200 hours
  A. Radio cabinets
  B. Television cabinets
  C. Steel boxes
  D. Safety cabinets
  E. Precaution in handling safety devices and discharges of high voltage capacitors for safe use are to be stressed

IV. TESTING AND REPAIRING ALL TYPES OF ELECTRONIC EQUIPMENT — 1500 hours
  A. Motor generators and control equipment
    1. Electrical
    2. Electronic
  B. Rectifiers, sound amplifier equipment, intercommunication systems, direction finders, antenna systems, speech recording equipment
    1. Wire
    2. Record
    3. Tape
  C. Remote control devices, modulating equipment, high frequency induction heating devices, electrical and electronic circuit analyzers, electrical filter assemblies, carrier level indicator, terminal boxes, thermoelectric generator
  D. Calibration of high frequency precision measuring equipment.

V. OPERATING ELECTRONIC TESTING EQUIPMENT, SUCH AS: 1500 hours

- A. Ammeter
- B. Voltmeter
- C. Ohmmeter
- D. Wattmeter
- E. Power factor indicators
- F. Capacitor-rissitance-inductance bridges
- G. Signal generator
  - 1. AF
  - 2. RF
- H. Vacuum tube volmeter
- I. Oscilloscopes
- J. Megger
- K. Resonance indicator
- L. Decade boxes
- M. Electronic tube checkers

VI. GENERAL LABORATORY TESTING OF ELECTRICAL AND ELECTRONIC COMPONENTS AND ASSEMBLIES, SUCH AS: 1000 hours

- A. Wave filters
- B. Resistors
- C. Capacitors
- D. Vacuum tubes
- E. Chokes
- F. Transformers
- G. Potentiometers
- H. Rheostats
- I. Rectifiers

VII. INSTALLATION OF POWER NECESSARY TO OPERATE EQUIPMENT UNDER CONSTRUCTION, SUCH AS: 200 hours

- A. High frequency induction heating equipment
- B. High power rectifier systems
- C. Motors
- D. Generators and allied equipment
- E. Battery charging systems

VIII. Complete Safety Instructions for Removing Television Chassis from cabinets, Handling and Using precaution while working with Picture tubes, and High Voltage. 200 hours

IX. ADJUSTING TELEVISION RECEIVERS FOR BEST PERFORMANCE, SUCH AS: 200 hours

- A. Width
- B. Height
- C. Linearity controls
- D. Use of test pattern shown and demonstrated

X. ANTENNA INSTALLATIONS

- A. Type of antenna to be used for different locations
- B. Work on necessary transmission lines for antennas
- C. Use of mechanical and electrical components for antenna installation

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XI. BREAKDOWN OF A TELEVISION SCHEMATIC INTO THE FOLLOWING: 750 hours

- A. Sound systems
- B. Video systems
- C. Synchronic circuits
- D. Sweep circuits
- E. Power supply circuit
- F. Complete analysis of each circuit
- G. Comparisons between different brand receivers

XII. LOCATING DEFECTIVE CIRCUITS BY PREVIOUS ANALYSIS 400 hours

- A. Use of visual indications to show location of trouble
- B. Minor repairs, such as:
  - 1. Replacement of tubes
  - 2. Adjustment

XIII. MAJOR SERVICES AND TROUBLESHOOTING 750 hours

- A. Use of service equipment to localize the exact trouble
- B. Use of the oscilloscope, signal generators, sweep generators, and other equipment
- C. Use of equipment and electronic devices in trouble-shooting for television repair
- D. Interpretation of mechanical and electronic failure for remedial work

XIV. REPLACEMENT AND REPAIR OF DEFECTIVE CIRCUITS AND COMPONENTS 300 hours

- A. Make necessary adjustment resulting from new and changed components.
- B. Complete alignment of sound and video systems.
- C. Final check for overall operating characteristics and proper repair.

TOTAL 8000 hours or 4 years

For more information about Radio-Television Repairman Apprentice programs in your area, you should contact either:

Bureau of Apprenticeship and Training
Room 502-A
901 Sumter Street
Columbia, South Carolina 29201

OR

Bureau of Apprenticeship and Training
Room 313, Federal Building
334 Meeting Street
Charleston, South Carolina 29403

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

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Security Commission

VITAL INFORMATION for EDUCATION and WORK

Rags Laborer (paper mill)

D.O.T. 539.887

A *RAGS LABORER* sorts, cleans, and weighs rags to be used in the manufacture of paper.

That looks like one of my old shirts!

2

What's It Like To Be A Rags Laborer ?

D.O.T 539.887

A *RAG LABORER* works in a paper mill. *RAG LABORERS* work inside. They prepare rags to be used in making paper.

Many things must be done to rags before they can be made into paper. *RAG LABORERS* use electric knives or scissors to cut off buttons, zippers, and snaps. Some *LABORERS* unload the dusting machine. They weigh the rags and keep a record of the total weight. Some *RAG LABORERS* load and unload a cutting machine.

After cutting, trimming, and sorting, the rags must be bleached. Each bundle of rags is loaded into a tank where they are boiled in a strong bleach. The *LABORERS* that unload the bleaching tanks load the rags on carts called stock cars. They mark each stock car to show what kind of rags are in it. The rags are then washed. After washing, the rags are loaded back into the stock cars and sent to another part of the mill.

There may be a lot of dust and lint in the area where rags are processed. Other than that, the work is not very messy or dirty. A paper mill does have a strong smell. One of the chemicals used smells just like rotten eggs. Most paper mill workers get used to the smell and hardly notice it after a few days.

If You Want To Be A Rags Laborer

- You should like to work indoors.
- You should like to work with other people.
- You should not be allergic to lint or dust from cloth.
- You should not mind strong chemical odors.
- You should not mind doing the same things over and over.
- You should like to work around large machines.

3

To Prepare Yourself Now...

- You will need a high school education to get any job at most paper mills since many paper mill laborers eventually become shift leaders, foremen, or even supervisors.

Remember!

- Paper mills prefer to train workers on the job.
- A worker may lose "seniority" by transferring from one section of a paper mill to another.
- Most employers offer paid vacations, holidays, pensions and retirement plans.
- Most paper mills in South Carolina pay the entire cost of employees' insurance.
- Some paper mills provide free uniforms for employees.
- Many paper companies help employees pay for additional schooling.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 450 *LABORERS* of all kinds in paper processing during the next 5 years (through 1976). Most paper mills have a very good promotion system. Almost all shop employees start out as *LABORERS* and are steadily promoted as they gain seniority and experience. Even the supervisors and foremen are usually selected from the best workers in each work area.

4

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *RAG LABORERS* work 40 hrs/wk. They may work any 5 days on any shift.

For More Information About Rags Laborer Write To:

.Laborers International Union of North America
905 16th Street, NW
Washington, D. C. 20006

More View Jobs To Think About

TITLE	VIEW CARD #
Laundry Worker	145
Presser (Machine)	212

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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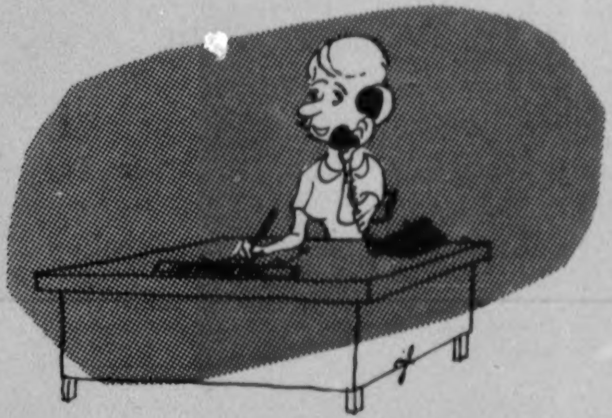
The South Carolina Employment
Security Commission

VITAL INFORMATION for EDUCATION and WORK

RECEPTIONIST

D.O.T. 237 368

A *RECEPTIONIST* makes a business's visitors feel welcome and organizes appointments and meetings for the people who run a business.



Sir, if you can be here at exactly 2:55 Dr. Jones can see you for a few minutes after lunch and before his golf lesson.

2

What's It Like To Be A RECEPTIONIST

D.O.T 237 368

A *RECEPTIONIST* works in a business office. *RECEPTIONISTS* may work for almost any kind of business. They work in industrial offices and in real estate offices. They work for doctors, lawyers, and dentists. They work for radio and television studios. Many *RECEPTIONISTS* work in schools and government offices. A modern business office is usually a very comfortable place to work. Many offices where *RECEPTIONISTS* work are carpeted and air-conditioned.

A *RECEPTIONIST* usually sits at a desk and greets visitors as they enter the office. *RECEPTIONISTS* may record a visitor's name and the reason for the visit. They direct the visitors to the people they wish to see. They may also make appointments for people who can't be seen right away. Some *RECEPTIONISTS* answer the telephones for a business. They may either connect the caller with the correct party or take a message for the call to be returned.

RECEPTIONISTS often have other duties to keep them busy when there are no calls or visitors. They may sort and distribute mail. They may do some simple filing. *RECEPTIONISTS* often do some routine typing.

If You Want To Be A RECEPTIONIST

.You should like to work indoors.

.You should enjoy meeting and talking with people.

.You should have a good memory.

.You should not mind sitting for long periods.

.You must have good control of your emotions.

.You should be pleasant and courteous even at the end of a long, hard day.

.You must be able to keep secrets to yourself.

.You should have a clear speaking voice.

.You should have normal hearing and vision (glasses and hearing aids are OK).

To Prepare Yourself Now...

.You should complete your high school education.

.High school courses that will help you are: English (grammar and spelling), basic arithmetic, typing, and office procedures.

.You should take office occupations courses at an area vocational school or technical education center to get the best choice of *RECEPTIONIST* jobs.

Remember!

.You should be able to type at least 40 words per minute.

.Most *RECEPTIONISTS'* jobs are in large towns and cities.

.Some employers offer paid vacations and holidays, group insurance, and retirment plans.

.Most *RECEPTIONISTS* are women.

A Look Ahead...

South Carolina businesses need nearly 100 new *RECEPTIONISTS* every year. There are more people applying for jobs as *RECEPTIONISTS* than there are jobs to go around. It is much easier to get a job as a *RECEPTIONIST* if you have had clerical training in school. Promotions are usually to other clerical jobs like clerk-typist, secretary, bookkeeper, or keypunch operator.

Salary

Pay Range: $2.27 to $2.72/hr. (State Averages)

Hours

Most *RECEPTIONISTS* work days, 40 hrs/wk.
Some *RECEPTIONISTS* work evenings or weekends.

For More Information Write To:

.Division of Vocational and Technical Education
Bureau of Educational Assistance Programs
U. S. Office of Education
Washington, D. C. 20202

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Telephone Operator	276

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

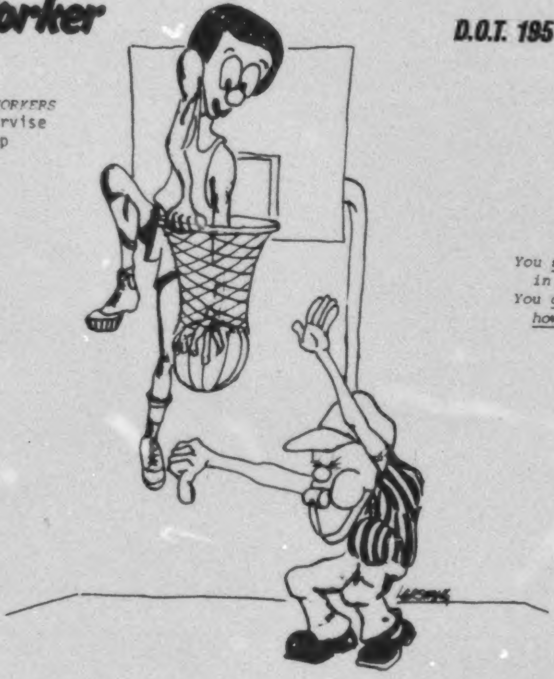
VIEW

Vital Information for Education and Work

Recreation Worker

D.O.T. 195.228

RECREATION WORKERS organize and supervise activities to help people entertain themselves.



You said to put it in the basket. You didn't say how!

2

What's It Like To Be A Recreation Worker?

D.O.T 195.228

RECREATION WORKERS may work outdoors or indoors. Some work for government agencies. Some work for industrial companies. They may work for groups like the Boy Scouts or the Girl Scouts. Many work at day camps and tourist ranches. Some work in hospitals, schools for the handicapped, or prisons.

RECREATION WORKERS help people entertain themselves. They may teach painting, leather craft, weaving and other skills. They may show people how to play new games. They help organize teams. They settle arguments about rules. RECREATION WORKERS are teachers, coaches, and referees all at once.

Many RECREATION WORKERS are specialists. They may specialize in outdoor sports or indoor sports. Some only teach or supervise one sport such as swimming, baseball, or archery. Some only work with one age group such as Little League, Explorer Scouts, or Senior Citizens' groups.

RECREATION WORKERS must be friendly, pleasant people. They must be able to work with all kinds of people. When working with a large group it may be very hard to keep people from being left out. Injuries and other emergencies can put a lot of pressure on a RECREATION WORKER. Recreation work is a good way to make a living with your hobbies.

If You Want To Be A Recreation Worker

.You should like to work with other people.

.You should have a lot of patience.

.You should stay calm in emergencies.

.You should be able to explain things to other people easily.

.You should be skilled at some sports or handicrafts.

.You should be able to act pleasant and cheerful even when you don't really feel like it.

.You should like doing many different things in your work.

.You should like organizing groups and making plans.

.You should not mind having to stand back and supervise while everyone else is playing.

To Prepare Yourself Now...

- .You should finish high school with plans to attend a college or university.
- .High school courses that will help you are: health and physical education, art, and the academic courses recommended by your counselor to prepare you for entrance to a college or university.
- .Recreation, social science, or physical education are good college majors for *RECREATION WORKERS*.
- .You should consider taking courses in first aid, lifesaving, and water safety (try the YMCA, YWCA, Red Cross, and scouting groups).
- .You may be able to get a summer job as a camp counselor or assistant while you are still in high school.

Remember!

- .Jobs are available for *RECREATION WORKERS* with less than four years of college, but the best jobs usually go to the people with the best training.
- .Most employers offer paid vacations, sick leave, group insurance, and retirement plans.
- .Many *RECREATION WORKERS* get to work outdoors when the weather is nice and indoors when it isn't.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 700 *RECREATION WORKERS* during the next 5 years (through 1976). Experienced, well-trained *RECREATION WORKERS* can be quickly promoted to supervisory positions. Some *RECREATION WORKERS* with college degrees may start work as supervisors. The top jobs in recreation may require more than four years of college.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Many *RECREATION WORKERS* work more than 40 hours per week. They often work on weekends and holidays.

Part-time or evening work is usually available.

For More Information Write To:

.National Recreation and Park Association
1700 Pennsylvania Avenue, N.W.
Washington, D. C. 20006

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Child-Day-Care-Center Worker	52
Counselor, Camp	68
Swimming Instructor	267

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

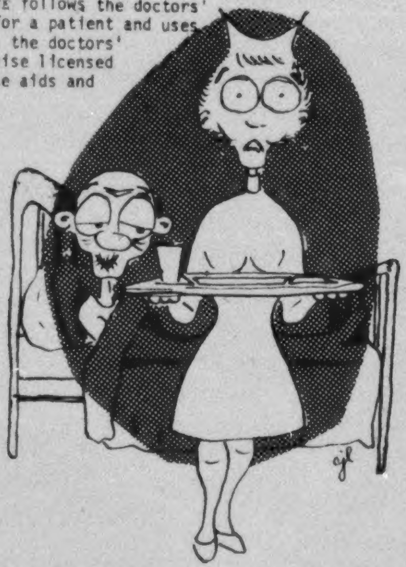
VIEW

VITAL INFORMATION for EDUCATION and WORK

REGISTERED NURSE

D.O.T. 075 378

A *REGISTERED NURSE* follows the doctors' instructions to care for a patient and uses her own knowledge plus the doctors' instructions to supervise licensed practical nurses, nurse aids and orderlies.



Say, cutie....weren't you in the Stardust Club chorus line back in '03?

2

What's It Like To Be A Registered Nurse

D.O.T 075 378

A *REGISTERED NURSE* may work in a hospital, an industrial clinic, a doctor's office, a public health clinic, or a private home. Wherever they work *REGISTERED NURSES* perform the duties prescribed by a patient's doctor.

REGISTERED NURSES in hospitals are qualified to observe a patient's progress and make detailed medical reports to the doctor. *REGISTERED NURSES* also instruct licensed practical nurses, nurse aids, and orderlies in the proper care of a patient.

Some *REGISTERED NURSES* work as private duty nurses. A private duty nurse may work in a hospital or in a patient's home. The private duty nurse provides constant care and observation for critically ill patients. The private duty nurse is paid by the patient or the patient's family instead of by the hospital.

Public health nurses care for patients in public health clinics. They may also visit patients at home. Public health nurses also give lectures in public health education programs.

Industrial nurses work in clinics run by industrial firms. The industrial nurse may give emergency treatment for all types of industrial accidents. Industrial nurses must be sure the patient is kept in the best possible condition until a doctor arrives.

All *REGISTERED NURSES* must work on their feet for many hours each day. They are exposed to many diseases and unpleasant sights, sounds, and smells. Regardless of pay and special job benefits, the nurse's greatest reward must be the gratitude of the patients she helps.

If You Want To Be A Registered Nurse

.You should have a desire to serve people.

.You should be sympathetic to other people's needs.

.You must remain calm and be able to make mature judgments in emergencies.

.You must be able to follow orders and instructions exactly.

.You must be strong enough to lift up to 50 pounds.

.You must have enough endurance to stay on your feet for many hours at a time.

.You should not be easily upset emotionally.

To Prepare Yourself Now...

.You must earn a high school diploma.

.High school courses that will help you are: biology, chemistry, English, mathematics, and hygiene.

.You must graduate from one of three types of nursing programs:

(1) A two-year associate degree program at a junior college or technical education center.
(2) A three-year diploma program at a hospital school or independent nursing school.
(3) A four to five-year bachelor's degree program at a college or university.

.You should write to the ANA-NLN Committee on Nursing Careers to get a list of approved nursing schools in your area.

.You may be able to work as a nurse aid while you attend nursing school.

Special Entry Requirement

.To be licensed by the South Carolina Department of Health as a *REGISTERED NURSE* you must graduate from an approved nursing course (see above) and you must pass a State examination.

Remember!

.The better trained you are, the more nursing jobs you will qualify for.

.Nurses may get free meals during duty hours and the services of a free health clinic.

.Some employers offer free uniforms and free uniform laundry for nurses.

.Most employers offer paid vacations and holidays, group insurance, sick leave, and retirement plans.

.99% of all *REGISTERED NURSES* are women.

A Look Ahead...

South Carolina needs nearly 350 new *REGISTERED NURSES* every year. Both full time and part time work is available in all areas of the state. Promotions to supervisory positions usually require experience plus a master's degree in nursing.

Salary

Starting Pay: (Ask your counselor or the Local Employment Office)
Pay Range: $2.92 to $3.52/hr. (State Averages for industrial nurse)
National Averages: $3.52/hr. (industrial nurse)

Hours

Most *REGISTERED NURSES* work 40 hours/wk. on any shift. *REGISTERED NURSES* may work weekends or holidays.

For More Information Write To:

.ANA-NLN Committee on Nursing Careers
American Nurses' Association
10 Columbus Circle
New York, New York 10019

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Dental Assistant	71
Licensed Practical Nurse	150

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card: Army (Card #16)

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

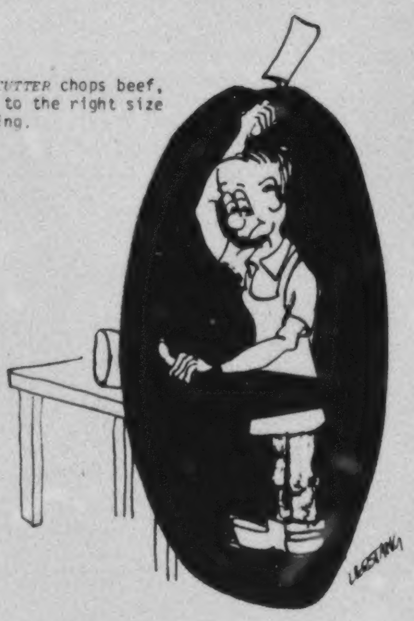
The South Carolina Employment
Security Commission

Vital Information for Education and Work

Retail Meat Cutter

D.O.T. 316 884

A *RETAIL MEAT CUTTER* chops beef, pork, and lamb down to the right size for cooking and eating.



Meat sliced to sell
is the same as
meat sliced to eat,
except thinner.

2

What's It Like To Be A Retail Meat Cutter

D.O.T 316 884

A *RETAIL MEAT CUTTER* may work in a meat market or in the meat department of a grocery store. The meat cutting area is kept cool to keep the meat from spoiling. The beef carcasses are usually hung in a freezer or refrigerator room. A *MEAT CUTTER* may be bothered by the sudden temperature changes when bringing carcasses out of the freezer.

RETAIL MEAT CUTTERS work with many sharp tools such as knives, power saws, cleavers and grinders. Many wear safety gloves to avoid cutting their hands and fingers.

RETAIL MEAT CUTTERS usually start by dividing half of a beef carcass into sections like chuck, rib, or round. Next, they cut the sections into smaller sizes for sale to the customers. *MEAT CUTTERS* may remove bones from some cuts of meat. They may prepare the meat for wrapping or arrange the meat in a display counter. *RETAIL MEAT CUTTERS* may carve special cuts of meat for customers. They may also give customers advice on the proper way to cook some cuts of meat.

A *RETAIL MEAT CUTTER* handles many heavy sides of beef every day. The *MEAT CUTTER* has to be even more careful with his knives when he's tired from working on his feet all day.

If You Want To Be A Retail Meat Cutter

.You should like to work indoors.

.You should not mind sudden temperature changes.

.You should not mind doing the same job over and over.

.You should like to work by yourself.

.You should like to work with simple hand tools.

.You should have normal vision and hearing (glasses and hearing aids are OK).

.You should have good color vision.

.You should be able to lift and carry at least 50 pounds.

To Prepare Yourself Now...

- .You should complete your high school education. (Most employers of meat cutters require the diploma.)
- .High school courses that will help you are: English (spelling and grammar), basic mathematics, and machine shop.
- .You should take a meat cutting course at an area vocational school if the course is available in your area.
- .You should discuss your plans with your counselor and the local Joint Apprenticeship Committee.

Remember!

- .You must be at least 18 years old to begin training as a *RETAIL MEAT CUTTER*.
- .On-the-job training takes from 2 to 4 years without an apprenticeship and from 2 to 3 years with an apprenticeship (including classroom training).
- .You may need to get a "health card" from the County Health Department to work as a *MEAT CUTTER*.
- .Some employers offer paid vacations and holidays, and group insurance.
- .Most *RETAIL MEAT CUTTERS* belong to labor unions.

A Look Ahead...

South Carolina meat wholesalers and retailers need about 60 new *MEAT CUTTERS* every year. Most of the new jobs will be found in and around the largest towns and cities. Centralized meat cutting and greater use of frozen meat have limited the availability of new jobs, but the demand is expected to remain at the present level for several years. *MEAT CUTTERS* may be promoted to supervisory positions. Some *MEAT CUTTERS* who qualify as all-round butchers open their own meat markets.

Salary

Starting Pay Range: $2.00 to $2.20/hr.

Hours

Most *RETAIL MEAT CUTTERS* work days, 40 hrs/wk. Some weekend or evening work may be required.

For More Information Write To:

.American Meat Institute
59 East Van Buren Street
Chicago, Illinois 60605

.Amalgamated Meat Cutters and Butcher
Workmen of North America
2800 North Sheridan Road
Chicago, Illinois 60657

The best way to become an apprentice is through an apprenticeship. Read the VIEW card titled *RETAIL MEAT CUTTER APPRENTICE*. Card #230.

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Baker	25
Cook & Chef	67
Dietetic Technician	81
Food Assembler	112

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

VITAL INFORMATION for EDUCATION and WORK

Retail Meat Cutter Apprentice D.O.T. 316 884

An apprenticeship is a contract between you and the company you work for. The employer agrees to teach you all the skills needed to perform your job during a 3 to 5 year training period. The employer also agrees to give you regular pay raises as you complete parts of the program. You must agree to complete the training in the time allowed. You must also agree to attend any vocational classes required by the training schedule.

A person sometimes learns a trade as a helper without an apprenticeship agreement, but a helper doesn't earn as much as an apprentice. A helper may not get regular pay raises. A helper may never learn all he needs to know because he won't have a planned program which includes vocational school training or practice in all the job skills.

Following is an example of the type of training you would receive as a Retail Meat Cutter Apprentice.

(1000 hours equal about six months)

RETAIL MEAT CUTTER APPRENTICE

	Approx. Hours
1. CARE AND CLEANING OF EQUIPMENT	250
A. Proper cleaning of display cases	
B. Proper handling and care of tools	
C. Care and cleaning of blocks, saws and cooler	
D. Refrigeration machines	
E. Care of slicer, grinder, electric saws	
2. PREPARATION OF MERCHANDISE FOR THE CONSUMER	200
A. Receiving merchandise	
B. Proper handling of quarters and carcasses	
C. Placing under refrigeration	
D. Limiting handling	
E. Unpacking and checking	
3. BEEF	1100
A. Proper breaking of quarter into retail	
B. Cutting of chucks for retail consumption	
C. Cutting of ribs for retail consumption	
D. Cutting of naval & briscut for consumption	
E. Boning of shanks	
F. Boning of aitch bone	
G. Cutting of round steaks	
H. Cutting of sirloin steaks	
I. Cutting of porterhouse steaks	
J. Cutting of rib steaks	
K. Rolling of rib and rump roast	
L. Trimmings for ground beef	
M. Handling of bones, suet, codfat and tallow	
N. How to display	
4. VEAL	700
A. Breaking of carcass	
B. Cutting of shoulder roast and chops	
C. Cutting of rib chops	
D. Cutting loin chops	
E. Cutting sirloin roast and chops	
F. Cutting of breast and pocketing	
G. Boning necks and shanks	
H. Cutting of cutlets	
5. LAMB	600
A. Breaking of carcass	
B. Cutting of shoulder roast and chops	
C. Cutting of rib chops	
D. Cutting of loin chops	
E. Cutting breasts	
F. Cutting of legs	
G. Removing of fell and kernals	
H. How to display	

	Approx. Hours
6. PORK-FRESH	625
A. Loins, roast and chops	
B. Fresh hams, roasts, and slices	
C. Shoulders, butts, calos, hocks, slices	
D. Spareribs and neck bones	
E. Fresh side	
7. PORK-SMOKED AND CURED	625
A. Bacon, piece, and sliced	
B. Hams, shank, half butt, half slices	
C. Smoked briskets	
D. Smoked ribs	
E. Smoked jowls	
F. Canadian bacon	
G. Smoked hocks	
H. Dry, salt and pickled bellies	
8. POULTRY AND GAME	400
A. Chickens, roast, fryers, stew	
B. Ducks	
C. Geese	
D. Turkeys	
E. Rabbits-fry and roast	
9. FISH AND SEAFOODS	400
A. Preparation and display	
B. Varieties-fresh and salt water	
C. Handling and cleaning	
D. Filleting	
E. Shrimp	
F. Oysters	
G. Clams	
H. Lobsters	
I. Crabs	
10. OFFALS	350
A. Beef	
B. Veal	
C. Lamb	
D. Pork	

	Approx. Hours
11. COLD MEATS	350
A. Proer care and preparation	
B. Display	
C. Dry sausage	
12. DAIRY PRODUCTS	250
A. Preparation and display	
B. Proper care and cutting	
C. Correct refrigeration	
13. FROZEN FOODS	150
A. Maintenance of temperature	
B. Care and preparation	
C. Display	
D. Slacking	
TOTAL	6000 hours or 3 years

For more information about Retail Meat Cutter Apprentice programs in your area, you should contact either:

Bureau of Apprenticeship and Training
Room 502-A
901 Sumter Street
Columbia, South Carolina 29201

OR

Bureau of Apprenticeship and Training
Room 313, Federal Building
334 Meeting Street
Charleston, South Carolina 29403

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

ROOFER

D.O.T. 866.381

A *ROOFER* makes sure that when it is raining outside it isn't raining inside, too.

CLE
Verstang

If you cover a roof with indoor-outdoor carpet, does it add another "floor"?

2

What's It Like To Be A ROOFER

D.O.T 866.381

A *ROOFER* works outside, but not when it is raining. *ROOFERS* cover roofs with shingles, sheets of felt covered with asphalt or tar, or with asphalt and gravel. A *ROOFER'S* job is to make the roof waterproof.

A *ROOFER* uses a special knife to cut the roofing paper to size. He lines up the paper with the edge of the roof and overlaps the next rows to make a base for shingles or other coverings. The *ROOFER* uses nails and glue to fasten shingles to the roof. He uses mops and buckets to spread hot tar and asphalt. *ROOFERS* spread and smooth gravel with rakes and stiff brooms.

Roofing work is sometimes very hot and dirty. The odor of hot tar or asphalt is very strong. *ROOFERS* have to be careful not to fall when they are working on ladders or steep roofs. They also have to be careful not to be burned by the hot tar and asphalt.

Most *ROOFERS* work for building contractors and roofing contractors. A few *ROOFERS* work for industrial maintenance departments and government agencies.

If You Want To Be A ROOFER

.You should like to work outside.

.You should work well as part of a team.

.You must not be afraid of heights.

.You should be able to lift 50 pounds and carry 25 pounds.

.You should have a good sense of balance.

.You should not mind the heat and odor of tar and asphalt.

.You should have good eyesight (glasses are OK).

To Prepare Yourself Now...

.You will need a high school education.

.High school courses that will help are: basic mathematics, English, and shop courses in building trades.

.Vocational courses in building construction may help you get a job as a *ROOFER*.

Remember!

.You must be 18-years old to start training as a *ROOFER*.

.On-the-job training lasts 3 to 4 years.

.*ROOFERS* may have to travel out of town to some job locations.

.*ROOFERS* may be out of work during rainy seasons.

.*ROOFERS* have to buy some of their own tools.

.Some employers offer paid vacations and holidays, and health and welfare plans.

A Look Ahead...

There is a good demand for *ROOFERS* in cities of all sizes in South Carolina. As construction increases the demand will rise. Qualified *ROOFERS* may be promoted to foremen or superintendents. Some *ROOFERS* start their own businesses.

Salary

Starting Pay: $4.00/hr. (If you have experience.)

Hours

Most *ROOFERS* work days, 40 hrs/wk.
(*ROOFERS* rarely work after sundown.)

For More Information Write To:

.National Roofing Contractors Association
1515 North Harlem Avenue
Oak Park, Illinois 20036

More View Jobs To Think About

TITLE	VIEW CARD #
Asbestos & Insulation Worker	18
Construction Worker	47

State Department of Education
Office of Vocational Education
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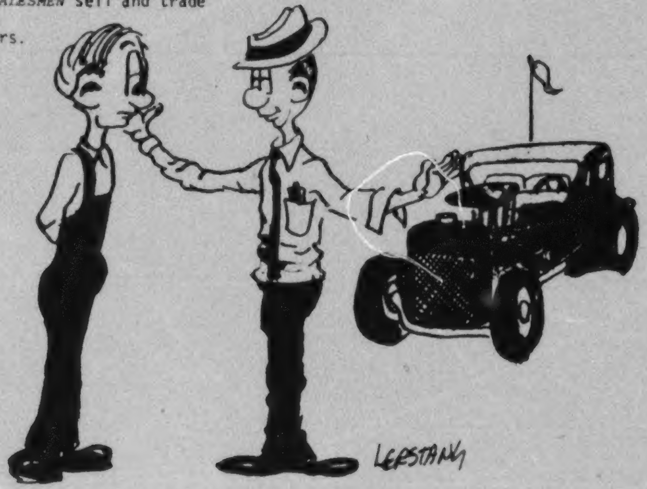
VITAL INFORMATION for EDUCATION and WORK

Salesman, Automobile

D.O.T. 280 358

AUTOMOBILE SALESMEN sell and trade new or used cars.



Now here's a low mileage special for you. One quick run down main street and the driver lost his license.

2

What's It Like To Be An Automobile Salesman

D.O.T 280.358

AUTOMOBILE SALESMEN sell new cars or used cars. Some sell both. They work for automobile dealerships or used car lots. Part of the work may be done in a clean, well-lighted, air conditioned showroom. Part of the job is done outside in a car lot.

Most *AUTOMOBILE SALESMEN* are paid a percentage of their total sales. If they sell a lot of cars, they make a lot of money. If they don't sell any cars, they may be paid a small amount which will be subtracted from later commissions.

A *SALESMAN* can't afford to stand around and wait for customers. Each *SALESMAN* makes regular calls to possible buyers. They get names and addresses from the dealer's records.

The best advertising is a satisfied customer. The *SALESMAN* must make an honest effort to sell each customer a car they will be pleased with. *SALESMEN* take time to talk with each customer to find out just what they are looking for. Getting everything the customer wants at a price the customer is willing to pay can be difficult. Used car *SALESMEN* usually have more room to bargain over price. A new car *SALESMAN* may adjust the price by raising or lowering the amount allowed on a trade-in. Of course, that *SALESMAN* may also be held responsible for making a profit later on when selling the trade-in.

If You Want To Be An Auto Salesman

.You should like to meet and talk with people.

.You should be pleasant, friendly, and sincere.

.You should have a lot of self-confidence.

.You should not be easily discouraged.

.You should speak well.

.You should have a neat appearance.

.You should have a good memory for faces, names, and minor details.

.You should be willing to accept a wage that rises or falls according to your weekly success or failure.

To Prepare Yourself Now...

.You should finish high school. Many dealerships prefer to hire *SALESMEN* with high school diplomas. You may be able to get a job selling used cars without finishing high school, but you may be hurt by the competition from better educated *SALESMEN*.

.High school courses that can help you are: English, debating, distributive education, salesmanship, business mathematics, and basic auto mechanics.

.Any experience you can get in direct sales can be very helpful.

Remember!

.*AUTOMOBILE SALESMEN* have to plan ahead for bad weeks by saving part of their income from good weeks.

.Used car *SALESMEN* may enjoy more variety in their work than new car *SALESMEN*.

.*SALESMEN* must be very sensitive to what other people want and why. It can be difficult to learn to sell a car you don't personally like.

.Some employers furnish *AUTOMOBILE SALESMEN* with "demonstrator" cars to use free of charge. Others offer cars at a special discount to their *SALESMEN*.

.Most employers offer paid vacations and holidays and group insurance rates.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for over 120 additional *AUTOMOBILE SALESMEN* during the next four years. The recent slump in new car sales may improve with the introduction of models which better meet the demands of buyers. Successful *SALESMEN* may be promoted to sales managers. Some eventually open their own dealerships.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

AUTOMOBILE SALESMEN are usually paid entirely by commissions (a percentage of sales) or by a small salary plus commissions. Those who are paid entirely by commission may also be guaranteed a minimum wage.

Hours

Most *AUTOMOBILE SALESMEN* work 5 or 6 days, 40 hours/week. Afternoon, evening, and weekend work is common.

For More Information Write To:

.National Automobile Dealers Association
2000 K Street, NW
Washington, D.C. 20006

More View Jobs To Think About

TITLE	VIEW CARD #
Buyer	41
Driver-Salesman	89
Insurance Agent	136
Salesman, Chemicals and Drugs	233
Salesmen, Food/Beverage/Tobacco	234
Salesman, Industrial Equipment and Supplies	235

State Department of Education
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VIEW

Vital Information for Education and Work

Salesman Chemical and Drugs D.O.T. 266.258

CHEMICAL AND DRUG SALESMEN call on doctors, druggists and industrial companies to sell their own companies products.

Honest Doc! It'll grow hair on a billiard ball.

2

What's It Like To Be A Chemical and Drug Salesman? D.O.T 266.258

CHEMICAL AND DRUG SALESMEN work indoors. They work for companies that manufacture chemicals and drugs.

CHEMICAL SALESMEN sell their products to manufacturers' purchasing agents. There is little difference between one company's chemicals and another's. Sometimes even a difference in purity doesn't matter. As long as the product is pure enough to be used, the manufacturer may just buy the chemicals with the lowest pric. *CHEMICAL SALESMEN* have to sell service. They must convince the manufacturer that their companies can meet better delivery schedules or provide more convenient packaging. The salesman also depends on an ability to impress the purchaser with his honesty and sincerity. To keep a good reputation, a salesman must not make any promises his company can't keep.

A *DRUG SALESMAN* has to sell the product to two customers to get one to buy. First, the local doctors must be convinced that the product is better in some way than it's competitors. But doctors don't buy drugs from drug companies. They prescribe the drugs for patients who buy them from druggists. The druggists buy from drug companies. After talking with local doctors and perhaps leaving samples, the *DRUG SALESMAN* actually sells the product to druggists. The druggist must be convinced that there will be a demand for the product from the doctors in the area. The best selling points for drugs are often packaging, price, and reliable supply. Like the *CHEMICAL SALESMAN*, the *DRUG SALESMAN* depends a lot on reputation and a good first impression to make sales.

CHEMICAL AND DRUG SALESMEN both may spend a lot of time travelling. They often make calls on customers just to keep in touch and to see if there are any problems with the product or service. A salesman also needs to know immediately if competition is threatening to take over an account.

If You Want To Be A Chemical and Drug Salesman

.You should like to meet and talk with people.
.You should be pleasant, friendly, and sincere.
.You should have a lot of self-confidence.
.You should not be easily discouraged.
.You should write and speak well.
.You should be good at mathematics.
.You should have a neat appearance.
.You should have a good memory for faces, names, and minor details.
.You should prefer to work indoors.
.You should be able to plan your own work schedule and stick to it.

To Prepare Yourself Now...

.You should finish high school with plans to attend a college, junior college, or Technical Education Center.

.High school courses that will help you are: typing, business mathematics, English, and college preparatory courses recommended by your counselor.

.Many drug companies prefer to hire salesmen with at least an associate degree (2 yrs.) in biology.

.Many chemical producers prefer to hire salesmen with at least an associate degree (2 yrs.) in chemistry.

.You may also benefit by courses in business and marketing (these are available at Technical Education Centers).

.Sales experience of any kind will help you get a job as a *CHEMICAL* or *DRUG SALESMAN*.

Remember!

.*CHEMICAL* or *DRUG SALESMEN* must have drivers' licenses.

.Some companies provide salesmen with company cars. Others pay for the use of the salesmen's own cars for business.

.Most employers offer paid vacations and holidays, group insurance plans, bonuses, and retirement plans.

.*CHEMICAL AND DRUG SALESMEN* may be payed for living expenses on sales trips. (They are required to keep careful expense records.)

.*CHEMICAL AND DRUG SALESMEN* never stop learning about new developments in their businesses.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 600 *CHEMICAL AND DRUG SALESMEN* during the next five years (through 1976). Successful salesmen often remain salesmen throughout their careers, although they may be offered promotions to management positions.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

CHEMICAL AND DRUG SALESMEN may be paid salary only, salary plus commission, or commission only. (Commission is percentage of sales.)

Hours

CHEMICAL AND DRUG SALESMEN may spend only a few hours each week actually making appointments or talking to customers. They often spend a lot of time travelling. Salesmen may write orders and fill out expense account forms in the evening after working all day.

For More Information Write To:

.The Council on Opportunities in Selling, Inc.
630 Third Avenue
New York, New York 10017

More View Jobs To Think About

TITLE	VIEW CARD #
Buyer	41
Insurance Agent	136
Salesman, Automobile	232
Salesman, Food/Beverages/Tobacco	234
Salesman, Industrial Equipment & Supplies	235

State Department of Education
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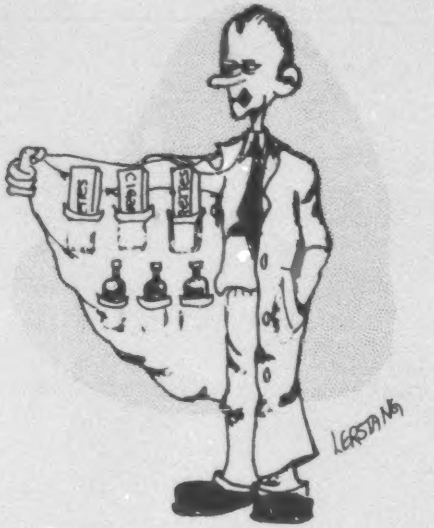
Security Commission

VITAL INFORMATION for EDUCATION and WORK

SALESMAN - FOOD, BEVERAGE and TOBACCO

D.O.T. 262.358

FOOD, BEVERAGE, AND TOBACCO SALESMEN supply grocery stores, service station snack bars, lunch counters and other kinds of retail food stores.



Hey kid ..... wanna score some soda pop?

2

What's It Like To Be A Salesman-Food, Beverage, Tobacco? D.O.T 262.358

FOOD, BEVERAGE, AND TOBACCO SALESMEN work indoors and outdoors. They make sales and deliveries to grocery stores. They may also sell to service stations, lunch counters, restaurants and hotels.

Many food, beverage, and tobacco products are sold on consignment. The retailer only pays for what is sold to the public. A retailer may reserve a certain amount of shelf space for the salesman's product. The salesman is responsible for keeping the space filled with fresh merchandise. The salesman may drive a regular route each day to restock his customers. If the product sells too slowly, the salesman may try several ways to increase sales. He may try to convince his customer to move the product to a better location. He may take extra time to set up a more attractive display. He may run a sale on the product to get more people to try it.

FOOD, BEVERAGE, AND TOBACCO SALESMEN don't have to lift anything very heavy. They may use a handtruck to move merchandise from the delivery truck to a counter. They do make deliveries in all kinds of weather. Sometimes they take a few hours each week trying to get new customers after making their regular deliveries. *FOOD, BEVERAGE, AND TOBACCO SALESMEN* keep careful records of how much their customers buy. They also keep records of how much their customers sell to the public.

If You Want To Be A Salesman- F,B,T

.You should like to meet and talk with people.

.You should not mind being outdoors part of the time in all kinds of weather.

.You should be able to lift and carry up to 25 pounds.

.You should not mind doing some simple things over and over.

.You should drive well.

.You should not mind working alone most of the day.

.You should be able to set your own work schedule and stick to it.

To Prepare Yourself Now...

.You may need a high school diploma to get a job as a *FOOD, BEVERAGE, AND TOBACCO SALESMAN*.

.High school courses that will help you are: business mathematics, English (grammar and spelling), and driver education.

.You may be able to get a part-time job helping a food, beverage, and tobacco salesman make deliveries.

Remember!

.You will need a drivers' license to get a job as a food, beverage, and tobacco salesman.

.Many employers supply free uniforms and uniform laundry for food, beverage, and tobacco salesmen.

.Most employers offer paid vacations and holidays, group rates on insurance, and retirement plans.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 200 *FOOD, BEVERAGE, AND TOBACCO SALESMEN* during the next 5 years (through 1976). An experienced salesman may transfer to another job for more salary but promotions are rare. The way most *FOOD, BEVERAGE, AND TOBACCO SALESMEN* get raises is by selling more products to more customers to increase their commissions.

Salary

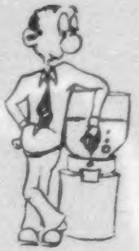
STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE. Most *FOOD, BEVERAGE, AND TOBACCO SALESMEN* are paid a salary plus a commission (a percentage of sales).

Hours

Most *FOOD, BEVERAGE, AND TOBACCO SALESMEN* work days, 35 to 40 hrs/wk.

For More Information

.National Association of Wholesalers
1725 K Street, N.W.
Washington, D. C. 20006



More View Jobs To Think About

TITLE	VIEW CARD #
Buyer	41
Insurance Agent	136
Salesman, Automobile	232
Salesman, Chemicals & Drugs	233
Salesman, Industrial Equipment & Supplies	235

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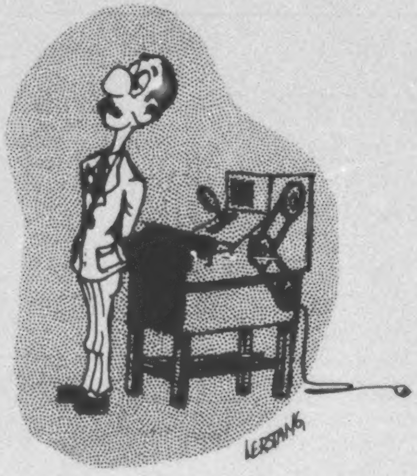
VIEW

VITAL INFORMATION for EDUCATION and WORK

Salesman - Industrial Equipment and Supply D.O.T. 276.158

INDUSTRIAL EQUIPMENT AND SUPPLY SALESMEN sell the machines and materials that keep industrial companies operating.



*It's quiet, efficient, completely automatic ...
and a gentle caress turns it on.*

2

What's It Like To Be An Industrial Equipment Salesman? D.O.T 276.158

INDUSTRIAL EQUIPMENT AND SUPPLY SALESMEN work indoors part of the time. They also work outdoors. Most of them sell transportation equipment or heavy machinery.

INDUSTRIAL EQUIPMENT AND SUPPLY SALESMEN do a lot more than just sell their products. They may spend months helping a manufacturer plan ways to modernize a plant or change production methods. They work closely with tool designers and production managers in their own plants finding new ways to meet customers' needs. They talk with customers to find out what their problems are. When a manufacturer decides to make a major change, the order for machinery and parts may be offered to several companies for bids. The company that makes the lowest bid with acceptable guarantees of quality and supply will usually get the order. A salesman who is completely familiar with a customers' needs will give his company a big advantage in making the estimates for a bid.

Purchasing agents remember which salesmen have made reliable promises. If a company has a choice of buying an item from several suppliers they may simply choose the one whose salesmen have made the best impression.

INDUSTRIAL EQUIPMENT AND SUPPLY SALESMEN travel a lot. Most companies assign each of their salesmen to a particular area of "territory." Some salesmen have "territories" that cover several states. Many of them spend more time in motels than they do at home.

If You Want To Be An Equipment Salesman

.You should like to meet and talk with people.

.You should be pleasant, friendly, and sincere.

.You should have a lot of self-confidence.

.You should not be easily discouraged.

.You should write and speak well.

.You should be good at mathematics.

.You should have a neat appearance.

.You should have a good memory for faces, names, and minor details.

.You should be able to arrange your own work schedule and stick to it.

To Prepare Yourself Now...

- .You should finish high school with plans to attend an engineering school or Technical Education Center.
- .High school courses that will help you are: typing, mathematics, English, and college preparatory courses recommended by your counselor.
- .Many companies prefer to hire persons with at least an associate degree in engineering (2 years) to train as *INDUSTRIAL EQUIPMENT AND SUPPLY SALESMEN*. Some companies insist on a Bachelor of Science Degree in engineering (4 years).
- .Courses at Technical Education Centers that can help you are available in the areas of engineering, business, and marketing.

Remember!

- .*INDUSTRIAL EQUIPMENT AND SUPPLY SALESMEN* must have drivers' licenses.
- .Some companies provide salesmen with company cars. Others pay salesmen extra to use their own cars for business trips.
- .Most employers offer paid vacations and holidays, group insurance plans, bonuses, and retirement plans.
- .*INDUSTRIAL EQUIPMENT AND SUPPLY SALESMEN* may be paid for living expenses on business trips. (They must keep careful expense records.)
- .*INDUSTRIAL EQUIPMENT AND SUPPLY SALESMEN* never stop learning about new developments in manufacturing.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 1100 *INDUSTRIAL EQUIPMENT AND SUPPLY SALESMEN* during the next 5 years (through 1976). Successful salesmen often remain salesmen throughout their careers, although they may be offered promotions to management positions.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Most *INDUSTRIAL EQUIPMENT AND SUPPLY SALESMEN* are paid a salary plus commission (a percentage of sales).

Hours

Successful salesmen of industrial equipment and supplies may work much more than the usual 40 hours per week. They may spend many hours travelling, studying, plans, and filling out order forms or expense account records.

For More Information Write To:

.Sales and Marketing Executives International
Youth Education Division
630 Third Avenue
New York, New York 10017

More View Jobs To Think About

TITLE	VIEW CARD #
Buyer	42
Insurance Agent	136
Salesman, Automobile	232
Salesman - Chemicals/Drugs	233
Salesman - Food/Beverages/Tobacco	234

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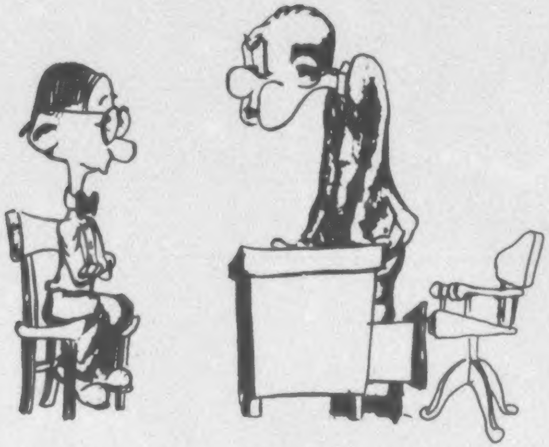
VIEW

VITAL INFORMATION for EDUCATION and WORK

School Counselor

D.O.T. 045.108

SCHOOL COUNSELORS help students make decisions which may affect the rest of their lives.



Of course I'm satisfied with my career decisions!

2

What's It Like To Be A School Counselor

D.O.T 045.108

SCHOOL COUNSELORS work indoors. Most work in high schools. Some work in elementary or middle schools. Others may work in vocational centers or TEC schools. A *COUNSELOR* usually has a small, private office in the school.

COUNSELORS help students make plans. They may help students choose careers. They help students decide whether to go to college, vocational school, or TEC.

There are two things a *COUNSELOR* tries to help students learn about themselves. One is what the students want to do. The other is what the students can do best. *COUNSELORS* get some information by testing students. They get a lot of information by talking with students. *COUNSELORS* must be good mathematicians to score the tests. They must be good listeners to learn from student interviews.

COUNSELORS may try very hard not to give too much advice. Most prefer just to help students see what their choices are. They try to let students make their own decisions.

In some schools a *COUNSELOR* may have many extra duties. A *COUNSELOR* may be in charge of registration or class schedules. In other schools *COUNSELORS* spend all their time counseling and keeping records. Most *COUNSELORS* feel that paperwork is their biggest problem. Many forms and reports must be filled out and filed for student records. Records must be kept, but keeping them takes time. A *COUNSELOR* may have trouble finding enough time to help all the students who need counseling.

If You Want To Be A School Counselor

.You should prefer to work indoors.

.You should like to meet and talk with all kinds of people.

.You should write and speak well.

.You should be calm in emergencies.

.You should be patient, and always willing to try again.

.You don't have to have a good sense of humor, but it helps.

To Prepare Yourself Now...

.You should finish high school with plans to attend college.

.High school courses that will help you are: the courses recommended by your counselor to prepare you for entrance to a college or university.

.You will need at least a Bachelor's degree and should consider working toward a Master's degree.

Special Entry Requirements

.For Elementary School Guidance: Bachelor's degree, South Carolina teacher's certificate, health certificate, graduate studies in guidance.

.For Secondary School Guidance: Bachelor's degree, South Carolina teacher's certificate, satisfactory score on National Teacher Examinations, graduate courses in guidance.

.For Secondary School Guidance - Advanced: same as secondary guidance plus a Master's degree and additional graduate courses.

Remember!

.Your counselor can give you valuable first-hand information on the duties, responsibilities and qualifications of school counselors.

.School counselors have an opportunity to work with students and their parents on an individual basis.

.Group insurance programs, paid holidays, and retirement plans are available to school counselors.

.Few schools have enough counselors, so the counselors they do have stay very busy most of the time.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 200 guidance counselors during the next 5 years (through 1976). Some experienced counselors may advance to supervisory positions within the field of counseling. Most promotions are to administrative positions which require few counseling duties.

Salary

Hours

SCHOOL COUNSELORS may work whatever hours it takes to get the job done. They may meet with some students before or after regular school hours. They may meet with parents in the evenings.

For More Information About School Counselors Write:

.The American Personnel and Guidance Association
1607 New Hampshire Avenue N.W.
Washington, D. C. 20009

.U. S. Department of Health, Education, and Welfare
Office of Education
Washington, D. C. 20202

More View Jobs To Think About

TITLE	VIEW CARD #
Employment Interviewer	96
Personnel Manager	197
Social Worker & Supervisor	252

State Department of Education
Office of Vocational Education
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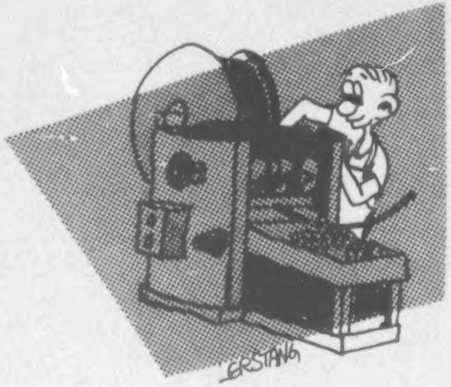
VITAL INFORMATION for EDUCATION and WORK

SCREW MACHINE OPERATOR

D.O.T. 604.782

SCREW MACHINE OPERATORS run machines that make screws from wire or metal rods.



There, that'll put a curl in your tail!

2

What's It Like To Be A Screw Machine Operator? D.O.T 604.682

SCREW MACHINE OPERATORS work in machine shops. They run machines that cut spiral grooves in metal bars. *SCREW MACHINE OPERATORS* work standing up most of the time.

An experienced *SCREW MACHINE OPERATOR* reads blueprints to see how the finished screws should look. The operator checks to see how much larger or smaller the cuts can be and still be okay. The operator also takes a good look at the way the machine is set up. The operator has to be familiar with the set-up to see when anything goes wrong.

SCREW MACHINE OPERATORS load their machines by hand or with a hoist. They start their machines and watch to see that they are working right. After making a few samples, the operator checks to see that they are cut correctly. *SCREW MACHINE OPERATORS* use such measuring tools as micrometers and dial indicators. They also use simple, fixed gages.

If the screws are not near enough to the planned shape and size, the operator may adjust the machine. Some parts must be adjusted with a wrench. Others may be adjusted by turning a crank.

An operator uses special oils to keep cutting tools from overheating or wearing out too fast. The operator also uses oils or grease to lubricate other parts of the machine.

SCREW MACHINE OPERATORS change dull cutting tools. They use wrenches to replace the tools. Some also use a grinder to sharpen dull tools.

A machine shop can be a very noisy place to work. Most modern factories try to keep work areas clean and comfortable. Of course, an operator can still get greasy and dirty taking care of a screw machine. Some workers are bothered by having to wear safety goggles. (They might be bothered more by an eyeful of metal!) A long production run may be boring but there are always some checks and adjustments to be made.

If You Want To Be A Screw Machine Operator

- .You should prefer to work indoors.
- .You should like to work around large machines.
- .You should not mind doing some of the same things over and over again.
- .You should not mind getting some grease and dirt on you when you work.
- .You should be able to lift about 50 pounds.
- .You should be able to work standing up.
- .You should not mind checking your own work.
- .You should follow written instructions well.

To Prepare Yourself Now...

- .You will need a high school education to get a job as a screw machine operator.
- .High school courses that will help you are: shop mathematics, physical science, and mechanical drawing.
- .You should take courses in blueprint reading and machine shop at an Area Vocational Center or Technical Education Center.

Remember!

- .Most employers offer paid holidays and paid vacations.
- .More than half of the metalworking shops in South Carolina pay for their employees' life insurance, accident insurance, and hospitalization insurance.
- .Some companies also pay for funeral leave, jury duty, and military service training.
- .Some companies offer employee discounts on purchases, free work uniforms and uniform laundry.
- .Many companies have pensions, profit sharing, and other investment and retirement plans.
- .Many screw machine operators belong to labor unions.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 250 *SCREW MACHINE OPERATORS* during the next 5 years (through 1976). Experienced *SCREW MACHINE OPERATORS* with supervisory abilities may become foremen. Operators who study additional technical courses and learn to set up and operate other metalworking machinery may eventually become highly skilled machinists or tool and die makers.

Salary

Pay Range: $2.68 to $3.27 per hour (State Average)

Hours

Most *SCREW MACHINE OPERATORS* work 40 hours per week. About half the metalworking companies in South Carolina operate on more than one shift.

For More Information Write To:

.International Association of Machinists and
Aerospace Workers
1300 Connecticut Avenue, N.W.
Washington, D. C. 20036

.International Union, United Automobile, Aerospace and
Agricultural Implement Workers of America
8000 East Jefferson Avenue
Detroit, Michigan 48214

More View Jobs To Think About

TITLE	VIEW CARD #
Bag Machine Operator	24
Drill Press Operator	87
Offset Duplicating Machine Operator	183
Punch Press Operator	220

State Department of Education
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VIEW

Vital Information for Education and Work

Seaman, Merchant Marine

D.O.T. 911 884

So, this is what they mean by "starting at the bottom of the ladder"!

2

What's It Like To Be A Merchant Marine Seaman

D.O.T 911 884

MERCHANT MARINE SEAMEN are crew members on cargo and passenger ships. They work inside or outside in all kinds of weather. Most ships in the merchant marine are dry-cargo ships. About one-third are tankers. The rest are combination passenger and cargo ships.

SEAMEN are in the deck department of the Merchant Marine. The lowest rank is ordinary seaman. Ordianry seamen spend three years or more learning enough to qualify as able-bodied seamen.

Maintenance of the ship takes up much of a seaman's time. Decks are scrubbed regularly. Metal fittings must be cleaned and polished. Cracked paint must be chipped and scraped before fresh paint is applied. Ropes and wire cables must be regularly inspected and replaced when worn. Seamen must learn to splice ropes and cables properly. They must also learn to tie many kinds of knots.

Emergencies at sea must be handled quickly and correctly. Ships' crews have regular drills to practice emergency procedures. Each seaman is given certain duties to perform in every emergency. They practice fire control including the use of fire extinguishers and hoses. They practice lowering lifeboats. Experienced seamen are expected to become experts at handling lifeboats in the water.

Seamen also help load and unload cargo. They must know how to operate the cargo booms. They must be able to rig block and tackle to lift packaged cargo. After unloading, they may sweep and clean the cargo holds.

While the ship is at sea, the seamen must stand watches. Two seamen are assigned to each watch. Each watch is eight hours long but they are split into two four hour periods with eight hours off duty in between. One man on watch steers the ship. The other man is a lookout.

If You Want To Be A Merchant Marine Seaman

.You should be in very good health.

.You should be calm in emergencies.

.You must have good eyesight including color vision.

.You must have good hearing.

.You should work well as a member of a team.

.You should be able to live and work closely with all kinds of people.

.You should work well with your hands.

.You should like to handle heavy machinery.

.You should be willing to stay at sea for weeks or months at a time.

To Prepare Yourself Now...

.Only about a ninth grade education is necessary to get a job as an ordinary seaman. A high school education can, however, make it easier for you to get into the Merchant Marine through the Navy or Coast Guard. (See Special Entry Requirements.)

Special Entry Requirements

.To sign on a Merchant Marine ship as a seaman you will need a merchant mariner's document. To get the merchant mariner's document you will need the following:

(a) letter of commitment (promise of a job from a steamship company or mariners' labor union). OR proof of former service at sea in the armed forces.
(b) Proof of age (must be 16 or older) and guardian's or parent's consent if under 18.
(c) Proof of citizenship and three passport photographs. (Aliens must be permanent U. S. residents.)

Remember!

.On-the-job training for seamen lasts at least 3 years.

.Summer jobs are not available in the Merchant Marine at this time.

.Modern crews' quarters are small, but neat and well-lighted. Some are air-conditioned.

.Ships' crews are provided with meals, uniforms, linen, and laundry service.

.Most companies offer 60 days vacation per year, pension plans, and hazardous duty bonuses.

A Look Ahead...

There are not enough jobs in the Merchant Marine at this time to employ all the qualified seamen. Because of the job shortage it is very difficult to get a letter of commitment (see Special Entry Requirements).

Salary

Starting pay for ordinary seamen is $433/month.
Base pay for able-bodied seamen is $555/month.

Hours

Seamen work 40 hours/week.
Work schedules include nights and weekends.
Extra pay is given for overtime.

For More Information Write To:

.U. S. Department of Commerce
Maritime Administration
Washington, D. C. 20230

More VIEW Jobs To Think About

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Navy (Card #177)

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VIEW

VITAL INFORMATION for EDUCATION and WORK

Seamstress

D.O.T. 785 381

A *SEAMSTRESS* makes a garment from a pattern or from a customer's description. A *SEAMSTRESS* also alters ready-made garments.

Lets see, was this thing supposed to be red with white stripes or white with red stripes?

2

What's It Like To Be A SEAMSTRESS

D.O.T 785 381

A *SEAMSTRESS* works in a shop alone or with other *SEAMSTRESSES*. The number of *SEAMSTRESSES* depends on the amount of business and the size of the shop.

A *SEAMSTRESS* makes clothes for customers. The *SEAMSTRESS* may work from a pattern. She may make a pattern according to what the customer wants. A *SEAMSTRESS* may also make repairs or alterations to garments.

A *SEAMSTRESS* usually does some work by hand and some on a sewing machine. In a large shop each *SEAMSTRESS* may do only one or two simple jobs over and over all day long.

A *SEAMSTRESS* may work for a laundry, a hotel, a dressmaker, a dress shop, or a department store. No matter where a *SEAMSTRESS* works the sewing machines are noisy. In many shops there may be more noise and some heat from a steam press.

In a shop that specializes in alterations the *SEAMSTRESS* must take the old seams out before the alterations can be made. An *ALTERATION SEAMSTRESS* may also fit clothing on the customers.

If You Want To Be A SEAMSTRESS

.You should like to work alone.

.You should have a lot of patience.

.You should not mind doing the same job over and over.

.You should be able to pay attention to details.

.You should be able to follow instructions exactly.

.You should have good eyesight (glasses are OK).

.You must have good color vision.

.You should not mind sitting down all day.

.You should be able to lift and carry up to 25 pounds.

To Prepare Yourself Now...

.Only about an 8th grade education is needed to do the work, but a high school diploma will help you get the job.

.High school courses that will help you are: sewing, home economics, and basic arithmetic.

.You should take dressmaking or sewing courses at an area vocational school.

.Home sewing by hand or machine is good practice.

Remember!

.Department store employees often get discounts on store merchandise.

.Many employers offer paid vacations and holidays, group insurance, and retirement plans.

.Industrial sewing machines run much faster than home sewing machines.

A Look Ahead...

South Carolina businesses and industries need over 1,000 new *SEAMSTRESSES* and sewing machine operators every year. There is not much opportunity for promotions, but experienced *SEAMSTRESSES* in large shops may become supervisors. A few *SEAMSTRESSES* with additional business training open their own shops. Many *SEAMSTRESSES* work in their own homes.

Salary

Pay Range: $1.70 to $2.79/hr. (State Averages)

Hours

Most *SEAMSTRESSES* work days, 40 hrs/wk.

For More Information Write To:

.Ask your counselor to help you make an appointment to talk with a drapery manufacturer in your area.

More View Jobs To Think About

TITLE	VIEW CARD #
Sewing Machine Operator	243

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VITAL INFORMATION for EDUCATION and WORK

Secretary, Medical

D.O.T. 201 368

MEDICAL SECRETARIES help the business part of medicine run smoothly.

Dear Miss Frick,

Unless you pay something on your plastic surgery bill this month, we will be forced to reposses your face.

2

What's It Like To Be A Medical Secretary

D.O.T 201 368

Most *MEDICAL SECRETARIES* work in doctors' offices. Others work in hospitals, clinics and nursing homes. Modern medical offices are clean, well-lighted and air-conditioned.

MEDICAL SECRETARIES must be good typists. They must be able to take shorthand. They must also be familiar with medical terms and procedures. A doctor in private practice may have only one secretary to handle all the medical records and office work. She may schedule patients' appointments and answer telephone calls. She may be responsible for billing and other bookkeeping. She orders medical supplies and office forms. She must also update and file medical records, fill out insurance forms and laboratory reports, and type correspondence for the doctor. Larger offices may divide the work among a receptionist, file clerk, secretary, and bookkeeper.

MEDICAL SECRETARIES often take care of personal paperwork for doctors. They may help doctors prepare notes for articles or speeches. They may take the minutes of hospital board meetings or other business conferences. They may also keep doctors' own insurance forms in order.

If You Want To Be A Medical Secretary

.You should prefer to work indoors.

.You should like to work with other people.

.You should be able to keep up with your work without someone telling you what to do next.

.You should be able to keep secrets (medical records are very private matters).

.You should have a good memory for details.

.You should not mind sitting at a desk most of the day.

To Prepare Yourself Now...

.You should finish high school with plans to take a one or two year Medical Secretary course at a Technical Education Center or business college.

.High school courses that will help you are: typing, shorthand, bookkeeping, English, Latin, chemistry, and biology.

.Medical secretary courses for high school graduates usually last from 11 months to 2 years.

Remember!

.It is almost impossible to get a job as a medical secretary without some training after high school.

.Almost all *MEDICAL SECRETARIES* are women.

.Most medical employers offer paid vacations and holidays, life and health insurance, sick leave, and retirement plans.

.Hospital employees often get free yearly physicals.

.A doctor's secretary usually travels with the doctor on trips to medical conventions, lecture tours, or other business trips.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for nearly 300 additional *MEDICAL SECRETARIES* during the next four years. Many other openings will be created by the large number of medical secretaries who quit working each year. Experienced medical secretaries usually are not promoted to other jobs but they do get pay raises. Secretaries in large offices may supervise other employees.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

MEDICAL SECRETARIES usually work 5 days, 40 hours/week.

For More Information Write To:

.American Association of Medical Assistants
One East Wacker Drive
Chicago, Illinois 60601

.American Medical Technologists
710 Higgins Road
Park Ridge, Illinois 60068

More View Jobs To Think About

TITLE	VIEW CARD #
General Secretary	122
Legal Secretary	147
Stenographer	259

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Army (Card #16)

State Department of Education
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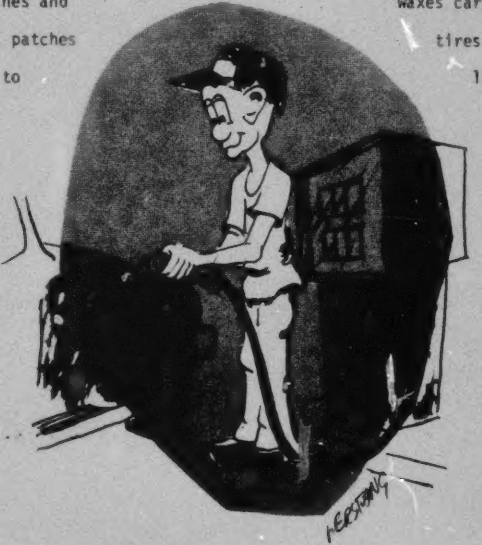
VIEW

VITAL INFORMATION for EDUCATION and WORK

Service Station Attendant

D.O.T. 915 867

A *SERVICE STATION ATTENDANT* pumps gas, changes oil, cleans windshields, puts air in tires, washes and waxes cars, sells automotive equipment, patches tires and tubes, and gives directions to lost tourists.



If gas prices go any higher we won't know whether to burn it or bank it!

2

What's It Like To Be A Service Station Attendant

D.O.T 915 867

A *SERVICE STATION ATTENDANT* works outside in all kinds of weather. What a *SERVICE STATION ATTENDANT* does depends a lot on what each customer wants done. Many people drive in to a service station just for maps or directions.

Most of the time a *SERVICE STATION ATTENDANT* fills the car's gas tank, checks the oil level, checks the water level in the battery and the radiator, and cleans the windshield. The *SERVICE STATION ATTENDANT* may also clean the headlights, taillights, and the rest of the windows. The *ATTENDANT* may check the tire pressure or the transmission oil level. *SERVICE STATION ATTENDANTS* do some mechanical work such as lubrication, muffler installation, windshield wiper replacement and wheel balancing. *ATTENDANTS* often repair flat tires or rotate a customer's tires. The *ATTENDANT* may handle cash payments or fill out credit card receipts.

The *SERVICE STATION ATTENDANT* is responsible for keeping the service station clean and neat. The *ATTENDANT* may have to set up displays or take inventories of the merchandise on hand. If the station has a tow truck the *ATTENDANT* might drive it.

Service stations won't stay in business if customers don't come back. *ATTENDANTS* have to be patient and friendly even with rude or very stupid customers.

A lot of an *ATTENDANT'S* work is dirty and greasy. There is usually a lot of noise. Gasoline fumes and odors from cleaning solvents may be very strong. The hard work, long hours, and low pay are all disadvantages, but ... there isn't a better way to become a service station owner or manager.

If You Want To Be A Service Station Attendant

.You should like to work outside.
.You should like meeting and helping people.
.You should like to work around cars.
.You should not mind getting dirty or greasy.
.You should not get angry with people or things very easily.
.You should be healthy enough to work in all kinds of weather.
.You should have good vision and hearing (glasses and hearing aids are OK).
.You should not mind working in cramped positions.
.You should like to work with tools.
.You should be strong enough to lift about 50 pounds and must be able to work on your feet all day.

To Prepare Yourself Now...

.Only about an 8th grade education is needed to do the work, but you will get a job easier and a promotion faster with a high school diploma.

.High school courses that will help you are: automobile mechanics, business mathematics, office practices, and English (grammar and spelling).

.You should contact major oil companies and ask about their training programs.

.You may be able to find a part-time job as a *SERVICE STATION ATTENDANT* while you are still in school.

Remember!

.Some employers provide uniforms and free uniform laundry; some don't.

.A few employers offer paid vacations and group insurance.

.You will need a South Carolina driver's license.

A Look Ahead...

South Carolina needs over 50 new full-time *SERVICE STATION ATTENDANTS* every year. There are many advancement opportunities for *SERVICE STATION ATTENDANTS*. *ATTENDANTS* may become mechanics, assistant station managers or managers of their own stations. Some *ATTENDANTS* become salesmen for national oil companies.

Salary

Starting Pay: $65.00 to $75.00/wk.
Pay Range: STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

SERVICE STATION ATTENDANTS often work more than 40 hrs/wk.
SERVICE STATION ATTENDANTS may work nights, weekends, and holidays.
Part-time work is usually available.

For More Information Write To:

.American Petroleum Institute
Marketing Division
1271 Avenue of the Americas
New York, New York 10020

OR

Talk to local service station managers *(You can get addresses of national oil companies from service station managers)*.

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

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VIEW

VITAL INFORMATION for EDUCATION and WORK

Set-Up Man

D.O.T. 616.380

SET-UP MEN prepare metalworking machines to manufacture many identical metal parts.

It looks perfectly good to me lying down!

2

What's It Like To Be A SET-UP MAN ?

D.O.T 616.380

SET-UP MEN work in machine shops. They usually work in large factories that have many machine tool operators. They prepare metalworking machines to make large numbers of identical parts. Some specialize in setting up one type of machine. Others may set up any machine in the shop.

SET-UP MEN may work from blueprints. They follow drawings or job layouts. Sometimes they follow written instructions.

SET-UP MEN figure out what machining has to be done to the metal stock. They decide in what order the different jobs should be done. They also figure out the best operating speeds for each job.

SET-UP MEN select the cutting tools for each part of the work. They use wrenches to clamp the tools in place. They must make careful adjustments to get each tool in exactly the right position. *SET-UP MEN* use micrometers, calipers, and gages to make exact measurements.

After the machinery is set up, the *SET-UP MAN* may make a few trial runs. The test parts are checked to make sure the measurements are close enough to the plan.

SET-UP MEN may explain the job to the machine operators. They may show the operators how to take measurements to check their work. If the operator has any trouble the *SET-UP MAN* is called to make any adjustments needed.

A machine shop can be very noisy. The work area may be dirty sometimes. Metal filings mixed with the oil used to cool and lubricate the tools can become a greasy, gritty mess. *SET-UP MEN* wear goggles part of the time, especially when they make test runs. The goggles protect their eyes from hot metal chips. Experienced *SET-UP MEN* have a lot of different jobs to do each day. They usually work standing up, but they may not stay in one place very long.

If You Want To Be A SET-UP MAN

.You should prefer to work indoors.

.You should like to work with machinery.

.You should work well with your hands.

.You should follow instructions easily.

.You should be able to give instructions clearly.

.You should have good eyesight (glasses are OK).

.You should like to do precise work.

.You should not mind checking and adjusting your work until it is just right.

.You should not mind getting a little dirty and greasy at times.

.You should not mind working in a noisy area.

.You should be able to lift about 50 pounds.

To Prepare Yourself Now...

.You will need a high school diploma to qualify for training as an apprentice in a machine shop.

.High school courses that will help you are: physics, mathematics (alegra, geometry, trigonometry), and mechanical drawing.

.You should try to take vocational courses in machine shop, blueprint reading and electronics at an Area Vocational Center or a Technical Education Center.

.You should discuss your plans with your vocational counselor and a representative of a local Joint Apprenticeship Committee.

Remember!

.Most employers offer paid vacations and paid holidays.

.More than half of the machine shops in South Carolina pay for employees' life, accident, and hospitalization insurance.

.Some companies pay Christmas bonuses and give educational assistance for technical courses.

.Many companies pay for funeral leave, jury duty, and military service training.

.Some companies offer employee discounts on purchases, free work uniforms and uniform laundry.

.Many companies have pensions, profit sharing, and other investment or retirement plans.

.Many *SET-UP MEN* belong to labor unions.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 400 *SET-UP MEN* during the next five years (through 1976). Experienced *SET-UP MEN* may become programmers working with advanced machine tools that are controlled by a punched tape or cards like the ones used in computers.

Salary

Pay Range: $2.88 to $3.35 per hour.

Hours

Most *SET-UP MEN* work 40 hours per week.

About half of the metalworking shops in South Carolina on more than one shift.

For More Information Write To:

.International Association of Machinists and Aerospace Workers
1300 Connecticut Avenue, N. W.
Washington, D. C. 20036

.International Union, United Automobile, Aerospace and
Agricultural Implement Workers of America
8000 East Jefferson Avenue
Detroit, Michigan 48214

The best way to become a *SET-UP MAN* is through an *apprenticeship*. You should read the VIEW card titled *MACHINIST APPRENTICE*, card # 79.

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Machinist	154
Tool & Die Maker	279
Tool Grinder Operator	280

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VIEW

VITAL INFORMATION for EDUCATION and WORK

Industrial Sewing Machine Operator D.O.T. 787 782

An *INDUSTRIAL SEWING MACHINE OPERATOR* may operate a sewing machine in a clothing factory, a carpet plant, a drapery shop, a furniture factory, a laundry or in many other businesses that cut and sew cloth to make finished products.

This job will keep you in stitches.

2

What's It Like To Be an Industrial Sewing Machine Operator D.O.T 787 782

An *INDUSTRIAL SEWING MACHINE OPERATOR* works indoors in a shop or manufacturing plant. The *SEWING MACHINE OPERATOR* usually works close to other people who are doing the same jobs. Industrial sewing machines are much faster than home sewing machines. A room can get very noisy with many sewing machines operating at once.

Many *SEWING MACHINE OPERATORS* do only one or two simple jobs over and over all day long. The *SEWING MACHINE OPERATOR* positions the work under the presser foot, pushes the foot pedal or knee lever and guides the fabric under the needle. The *SEWING MACHINE OPERATOR* then cuts the thread and starts on the next piece of work.

The *SEWING MACHINE OPERATOR* must be able to adjust the thread tension and change needles. The *SEWING MACHINE OPERATOR* also keeps the machine oiled correctly.

An *INDUSTRIAL SEWING MACHINE OPERATOR* has to be able to work fast to keep the job. Some *INDUSTRIAL SEWING MACHINE OPERATORS* are paid by the amount of work they do each day.

If You Want To Be an Industrial Sewing Machine Operator

.You should like to work indoors.

.You should not mind working sitting down all day.

.You must have normal eyesight (glasses are OK).

.You should be able to use your hands and fingers to grip and guide fabric and thread.

.You must have good color vision.

.You should like to operate machinery.

.You should follow instructions well.

.You should like doing the same simple job over and over.

To Prepare Yourself Now...

.A high school education may help you get promotions.

.High school courses that will help are: home economics and English (grammar and spelling).

.The best preparation would be a course in industrial sewing at an area vocational school.

.Any home machine sewing is good practice for building up speed.

Remember!

.You must be at least 18 years old to get a job as an *INDUSTRIAL SEWING MACHINE OPERATOR*.

.On-the-job training lasts up to 6 months.

.Some employers offer paid vacations and holidays, sick leave, health insurance, and retirement plans.

A Look Ahead...

The demand for *INDUSTRIAL SEWING MACHINE OPERATORS* is very high in South Carolina. There should be about 1,000 job openings each year for *INDUSTRIAL SEWING MACHINE OPERATORS*. Qualified workers may be promoted to foreman, tailor, sample stitcher, or dressmaker.

Salary

Pay Range: $1.70 to $2.79/hr. (State Averages)

Hours

Most *INDUSTRIAL SEWING MACHINE OPERATORS* work days, evenings, or nights 40 hrs/wk.

For More Information Write To:

.International Ladies' Garment Workers' Union
1710 Broadway
New York, New York 10019

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Drapery Seamstress	85

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16)

State Department of Education
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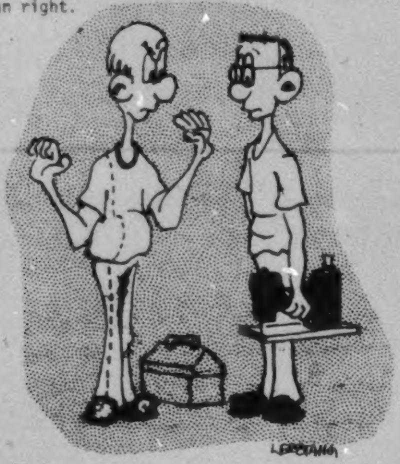
VIEW

VITAL INFORMATION for EDUCATION and WORK

SEWING MACHINE REPAIRMAN

D.O.T. 639.281

SEWING MACHINE REPAIRMEN keep sewing machines repaired, adjusted, and properly oiled to run right.



Yeah, "hotrod," it's *__fast__* *all right ....*
and I've got the racing stripe to prove it!

2

What's It Like To Be A Sewing Machine Repairman?

D.O.T 639.281

SEWING MACHINE REPAIRMEN do all their work indoors. They may work for businesses that sell or make sewing machines. Many work for companies that use sewing machines.

A *SEWING MACHINE REPAIRMAN* makes some simple repairs without moving the machine. More complicated repairs must be made in the repair shop. The repairman uses wrenches and screwdrivers to remove the machine from its base. The repairman also uses handtools to take the machine apart. Parts that are broken or worn out are replaced. Sometimes new parts are bought from the manufacturer. Sometimes the repairman uses machine tools (lathe or drill press) to make a new part.

The parts are cleaned before the machine is put back together. Many moving parts must be greased or oiled. Like any mechanic, a sewing machine repairman will sometimes have greasy, dirty hands.

An industrial repair shop is usually a comfortable, well-lighted place to work. The work area is kept as clean as possible since dirt could damage some parts of a sewing machine. There may be some noise from sewing machines and from power tools in the shop.

If You Want To Be A Sewing Machine Repairman

.You should prefer to work indoors.

.You should not mind working with a helper.

.You should not mind getting grease and dirt on your hands when you work.

.You should like working with small machinery.

.You should enjoy doing work that requires attention to details.

.You should follow written instructions easily.

.You should like having to figure out how to do each part of a job before starting.

.You should be able to understand from drawings how something is put together.

To Prepare Yourself Now...

- .A high school diploma can make it easier for you to get a job as a *SEWING MACHINE REPAIRMAN.*
- .High school courses that will help you are: shop mathematics, English (grammar & spelling), and physical science.
- .You should take vocational courses in basic electricity, machine shop, and blueprint reading.
- .Some hobbies (like building detailed models) will give you practice in doing precise work with your hands.

Remember!

- .Most *SEWING MACHINE REPAIRMEN* learn the job by working as helpers for experienced repairmen.
- .On-the-job training may take from two to four years.
- .Most employers offer paid vacations and holidays.
- .Most *SEWING MACHINE REPAIRMEN* in South Carolina work in plants that make clothing.
- .About half the apparel manufacturers in South Carolina pay all of their employees' insurance costs.
- .About half also offer employee discounts on their merchandise.
- .Some employers offer retirement, profit sharing, and pension plans.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 200 *SEWING MACHINE REPAIRMEN* during the next 5 years (through 1976). An experienced mechanic may become a shop foreman but there are few opportunities for promotion.

Salary

Pay Range: $2.93 to $4.23 per hour. (State Average)

Hours

Most *SEWING MACHINE REPAIRMEN* work days, 40 hours per week.

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Appliance Serviceman	13
Radio & Television Serviceman	224
Small Appliance Repairman	251
Telephone Repairman	277

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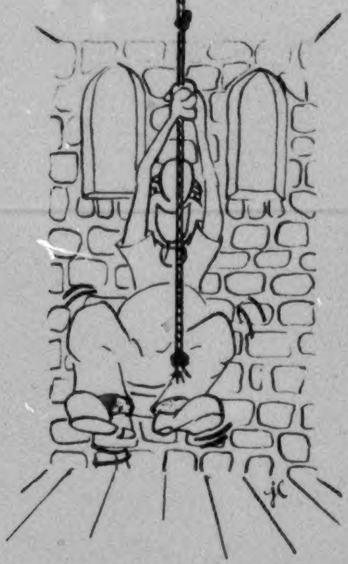
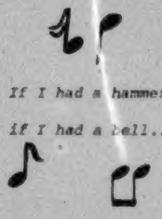
VITAL INFORMATION for EDUCATION and WORK

SEXTON

D.O.T. 389 887

A *SEXTON* is the custodian or janitor of a church.




If I had a hammer;
if I had a bell....

2

What's It Like To Be A SEXTON

D.O.T 389 887

A *SEXTON* does some work indoors and some outdoors. A *SEXTON* is the custodian of a church. A *SEXTON* may live on the church property.

SEXTONS sweep floors. They vacuum carpets and draperies. They may dust the altar or polish the pews. *SEXTONS* mow the grass or trim the shrubbery around a church. They may keep the church cemetery neat and clean. They may replace light bulbs or make simple repairs on church property.

SEXTONS have some duties that are not like those of any other kind of custodian. They may ring the church bells to announce services. They may arrange the altar. They may fill a baptismal font. They may be responsible for lighting candles during or before the services. *SEXTONS* sometimes are ushers during services.

A church is usually a quiet, peaceful place to work. The *SEXTON* works hard most of the time. Some of the work is very tiring and dirty. Some of the work takes a lot of care and patience. The *SEXTON* usually gets to know everyone who regularly attends the church where he works.

If You Want To Be A SEXTON

.You should like to work alone.

.You should like to do many different jobs each day.

.You should follow instructions well.

.You should be able to see for yourself what needs to be done next.

.You should be strong enough to lift at least 50 pounds.

.You should like to work with all kinds of tools and small machinery.

.You should be healthy enough to work outside in all kinds of weather.

To Prepare Yourself Now...

- Only a grammar school education is usually needed to do the work or get a job as a *SEXTON*.
- Vocational courses in machine shop or carpentry would help you make repairs on church property and equipment.
- You may be able to get a part-time job as a *SEXTON'S* helper while you are still in school.

Remember!

- Some *SEXTONS* have a free place to live on church property.
- During the week a *SEXTON* usually sets his own work schedule.
- Some churches set up retirement funds for church employees.
- *SEXTONS* often receive gifts from members of the congregation.

A Look Ahead...

Most full-time *SEXTON* jobs are in large churches. There is no opportunity for promotion, but there is no set retirement age either. A *SEXTON* is usually a member of the church where he works. *SEXTONS* may receive pay raises and christmas bonuses from the congregation or the elders.

Salary

To find out how much a *SEXTON* earns you should talk to ministers and elders of churches in your area. A *SEXTON'S* wages are usually determined by the average size of the weekly collection from the congregation.

Hours

SEXTONS usually work days, 30 to 50 hrs/wk.
Some evening work may be necessary.
SEXTONS usually work on the weekends.

For More Information Write To:

- You can get the addresses of church organizations and religious headquarters from ministers and other clergymen in your area.

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Groundsman	126
Yard Laborer (Paper Mill)	299

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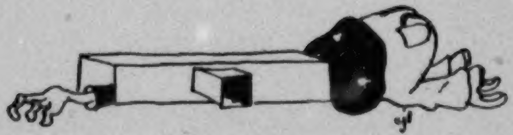
VITAL INFORMATION for EDUCATION and WORK

Sheet Metal Worker

D.O.T. 804 281

A *SHEET METAL WORKER* builds, installs, repairs, and alters sheet metal roofing, gutters, and ductwork.



This sheet metal worker has just been inducted

2

What's It Like To Be A Sheet Metal Worker

D.O.T. 804 281

A *SHEET METAL WORKER* may work indoors in a plant that manufactures sheet metal products. A *SHEET METAL WORKER* may work outdoors installing sheet metal roofing, siding, or gutters. A *SHEET METAL WORKER* may also work in new buildings installing air conditioning and heating ducts.

Air conditioning and heating ducts are often ready-made in a factory. The *SHEET METAL WORKER* still has to cut the ducts to the proper size to install them.

SHEET METAL WORKERS begin a job by studying drawings and blueprints. They decide what type of sheeting to use and how it is to be cut. Next, they mark the pattern on the metal. The metal is cut with hand shears or power cutters. The metal may be bent or curved by a machine called a brake. Holes may be drilled or punched in the metal. A *SHEET METAL WORKER* may put the parts together with bolts or rivets. The parts may also be welded or soldered together.

Sheet metal shops and construction sites can be very noisy. Roofing and guttering work may be done far above the ground. *SHEET METAL WORKERS* may have to squeeze into some pretty tight spots to install heating and air conditioning ducts.

If You Want To Be A Sheet Metal Worker

.You should have a real desire to use your own knowledge and skills to build complete projects from plans to the finished product.

.You should be able to follow directions accurately.

.You should not mind noisy work.

.You should not be afraid of heights or closed in places.

.You should like to work with hand and power tools.

.You should have good eyesight and hearing (glasses and hearing aids are OK).

.You should be able to lift and carry up to 50 pounds.

.You should not mind working in awkward positions.

To Prepare Yourself Now...

.You should complete your high school education.

.High school courses that will help you are: mechanical drawing, all the mathematics you can get, metal shop, and blueprint reading.

.Plans to take sheet metal courses in an area vocational school should be discussed with your counselor and the local Joint Apprenticeship Committee.

Remember!

.You must have a high school diploma or the equivalent to get an apprenticeship.

.You must be 18 years old to start training as an apprentice.

.Apprenticeship lasts about 4 years.

.Some employers offer paid vacations and holidays, retirement plans, and group insurance.

.You may be required to join a union.

A Look Ahead...

South Carolina needs about 140 new *SHEET METAL WORKERS* every year. Promotion opportunities are also good. Qualified, experienced *SHEET METAL WORKERS* may be promoted to layout men, supervisors or estimators. Some *SHEET METAL WORKERS* start their own contracting firms.

Salary

Pay Range: $2.65 to $3.14/hr. (State Averages)

Hours

SHEET METAL WORKERS usually work days, 40 hrs/wk. Some employers have night shifts.

For More Information Write To:

.Sheet Metal Workers' International Association
1000 Connecticut Avenue, NW
Washington, D. C. 20036

. The best way to become a *SHEET METAL WORKER* is through an apprenticeship. Read the VIEW card titled *SHEET METAL WORKER APPRENTICE*. Card # 246

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Automobile Body Repairman	20
Welder	294

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VITAL INFORMATION for EDUCATION and WORK

Sheet Metal Worker Apprentice

D.O.T. 807.281

An apprenticeship is a contract between you and the company you work for. The employer agrees to teach you all the skills needed to perform your job during a 3 to 5 year training period. The employer also agrees to give you regular pay raises as you complete parts of the program. You must agree to complete the training in the time allowed. You must also agree to attend any vocational classes required by the training schedule.

A person sometimes learns a trade as a helper without an apprenticeship agreement, but a helper doesn't earn as much as an apprentice. A helper may not get regular pay raises. A helper may never learn all he needs to know because he won't have a planned program which includes vocational school training or practice in all the job skills.

Following is an example of the type of training you would receive as a Sheet Metal Worker Apprentice:

(1000 hours equal about six months)

SHEET METAL WORKER APPRENTICE

	Approx. Hours
GENERAL SHEET-METAL WORK 1. Nomenclature and properties of metals used 2. Soldering 3. Welding 4. Brazing 5. Riveting 6. Single and double seaming 7. Use of rule and square 8. Basic principles of metal layout	1000
OPERATION OF HAND TOOLS AND POWER MACHINES 1. Proper use of snips, pliers, hand tongs, hammers and punchers 2. Operation of bending brake 3. Operation of squaring shears 4. Operation of rotary tools; i.e.; bender, crimper and edger 5. Operation of roller 6. Operation of bar folder 7. Operation of lock former 8. OPeration of drills and drill press	1000
VENTILATION AND AIR CONDITIONING 1. Rectangular duct layout 2. Fabrication of duct locks of all types 3. Fabrication of flexible connections 4. Principles of duct sizing 5. Layout and fabrication of turning vanes and dampers 6. Erection methods for rectangular duct 7. Insulation of cooling duct	1000

SHEET METAL WORKER APPRENTICE

	Approx. Hours
WARM AIR HEATING	800
1. Calculating heat loss and sizing furnaces	
2. Location of supply and return registers	
3. Sizing supply and return ducts	
4. Installation and adjustment of controls	
5. Checking and adjustment of air distribution	
6. Sizing, installing and adjustment of auxiliary equipment	
7. Measuring and adjustment of combustion efficiency	
SPECIAL INSTALLATION AND SPECIALITY WORK, SUCH AS KITCHEN EQUIPMENT	1000
1. Design and fabrication of hoods	
2. Layout and fabrication of sinks and drain tables	
3. Layout and fabrication of belt and chain safety guards	
4. Fabrication of materials handling equipment	
5. Fabrication and installation of flashings and expansion joints for built up, asbestos and shingle roofs	
6. Layout and fabrication of ventilators and louvers	
7. Fabrication of special machine parts and casings	
8. Fabrication and installation of metal cabinets and shelves	
TOTAL	8000 hours or 4 years

For more information about Sheet Metal Worker Apprentice programs in your area you should contact either:

Bureau of Apprenticeship and Training
Room 502-A
901 Sumter Street
Columbia, South Carolina 29201

OR

Bureau of Apprenticeship and Training
Room 313, Federal Building
334 Meeting Street
Charleston, South Carolina 29403

SHEET METAL WORKER APPRENTICE

	Approx. Hours
EXHAUST AND BLOW PIPE WORK	1000
1. Round pipe layout	
2. Layout and fabrication of elbows, "y's", "t's" and angles.	
3. Fabrication of dust collectors	
4. Erection of round pipe conveying systems	
5. Erection of fans for blow pipe systems	
ROOFING, SPOUTING AND GUTTERING	800
1. Standing seam roofs	
2. Flat seam roofs	
3. Batten roofs	
4. Corrugated roofs	
5. Erection of rectangular, round and round-corrugated spouting	
6. Erection of half-round, secret and O. G. gutters	
7. Fabrication and erection of special gutters and spouting	
CORNICES AND SKYLIGHTS	600
1. Fabrication and erection of cornices	
2. Layout and fabrication of single and double pitch skylights	
3. Layout and fabrication of hipped skylights	
GRAVITY AND FORCED AIR FURNACE WORK AND SERVICING	800
1. Layout, fabrication and installation of gravity	
2. Heating systems	
3. Erection of gravity furnaces	
4. Servicing gravity furnaces (coal, gas and oil)	
5. Layout, fabrication and installation of forced air heating systems	
6. Erection of forced air furnaces	
7. Servicing forced air furnaces (coal, gas and oil)	

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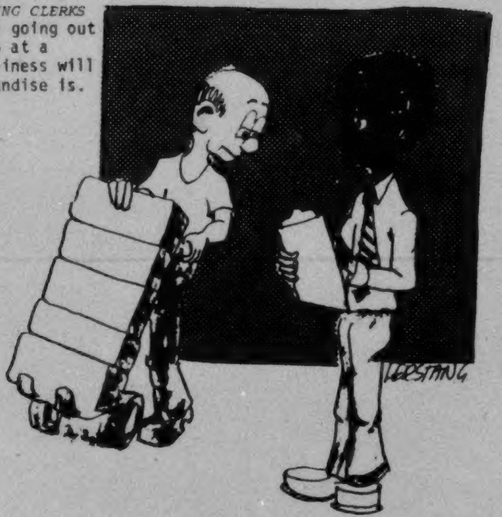
VIEW

VITAL INFORMATION for EDUCATION and WORK

SHIPPING and RECEIVING CLERK

D.O.T. 222 387

SHIPPING & RECEIVING CLERKS keep track of what is going out and what is coming in at a loading dock so a business will know where its merchandise is.



2

What's It Like To Be A Shipping and Receiving Clerk

D.O.T 222 387

SHIPPING & RECEIVING CLERKS work indoors and outdoors. They may do some of their work in a warehouse or in a receiving room. Part of the job is done outside on a platform where trucks are loaded and unloaded.

SHIPPING & RECEIVING CLERKS do a lot of paperwork. They must count incoming merchandise and check the packing slip or invoice to see if everything that was supposed to arrive actually did arrive. When shipping merchandise, they must count and recount everything that is packed to be sure nothing is left out by mistake.

If an order is damaged or partly missing the *SHIPPING & RECEIVING CLERK* must fill out forms to arrange for an adjustment of charges or correction of the shipment. When an order is late arriving the *SHIPPING & RECEIVING CLERK* may be under a lot of pressure to get it unloaded and checked in a hurry.

SHIPPING & RECEIVING CLERKS may help unload or load trucks. They usually do a lot of pushing and pulling and lifting every day. A receiving room may be very hot in the summer or cold and drafty in the winter. Receiving rooms are often noisy and dusty.

SHIPPING & RECEIVING CLERKS may work for retail stores, warehouses, manufacturers or trucking terminals. Some businesses have *CLERKS* in receiving departments who have nothing to do with shipping or *CLERKS* in shipping departments who do no receiving.

If You Want To Be A Shipping and Receiving Clerk

.You should like to work both indoors and outdoors.

.You should pay close attention to details.

.You should work carefully and accurately even when you have to work fast.

.You should work well with other people.

.You should have normal vision (glasses are OK).

.You should have good color vision.

.You should write clearly enough for other people to read.

.You should not mind doing the same thing over and over.

.You should be able to lift and carry at least 50 pounds.

.You should follow instructions well.

To Prepare Yourself Now...

.Most employers prefer to hire high school graduates as *SHIPPING & RECEIVING CLERKS*.

.High school courses that will help you are: business arithmetic, typing, and physical education.

.You should take some vocational courses in office occupations at an area vocational school or technical education center.

Remember!

.Some businesses divide shipping and receiving into two separate departments.

.*SHIPPING & RECEIVING CLERKS* may be required to join a labor union.

.Some employers such as retail stores offer employee discounts on store merchandise.

.Some employers offer paid vacations and holidays, group insurance, and retirement plans.

.Most *SHIPPING & RECEIVING CLERKS* are men.

A Look Ahead...

South Carolina businesses need about 150 new *SHIPPING & RECEIVING CLERKS* every year. A slow increase in demand is expected. Most jobs are in and around the largest towns and cities. Qualified, experienced *SHIPPING & RECEIVING CLERKS* may be promoted to traffic clerks, warehouse managers, or purchasing agents.

Salary

Starting Pay Range: $1.70 to $3.03/hr.

Hours

SHIPPING & RECEIVING CLERKS usually work 40 hrs/wk.
SHIPPING & RECEIVING CLERKS may work any shift.
Weekend or holiday work may be necessary during rush seasons.

For More Information Write To:

.Ask your counselor to help you arrange a visit to a local trucking terminal or warehouse.

More View Jobs To Think About

TITLE	VIEW CARD #
Grocery Clerk	125
Postal Clerk	211
Stock Clerk	262

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

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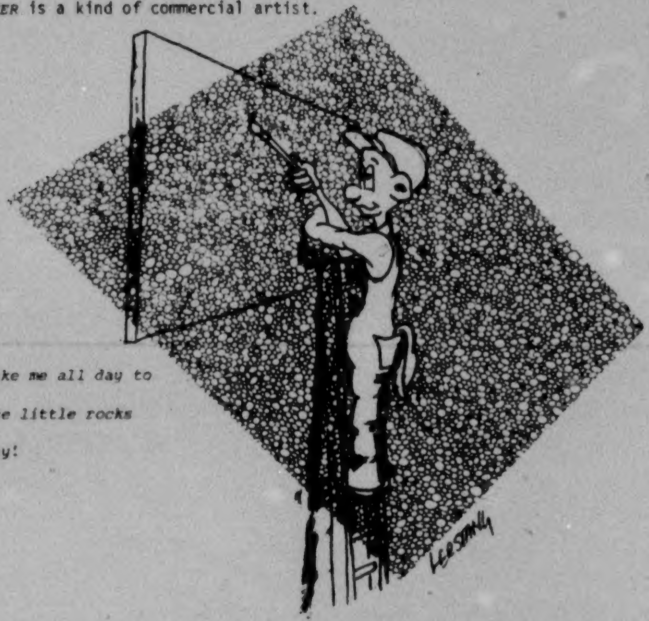
VITAL INFORMATION for EDUCATION and WORK

SIGN PAINTER

D.O.T. 970 381

A *SIGN PAINTER* is a kind of commercial artist.



Its going to take me all day to brush all these little rocks away!

2

What's It Like To Be A SIGN PAINTER

D.O.T 970 381

A *SIGN PAINTER* does part of his work indoors. The planning and sketching part of a *SIGN PAINTER'S* job is a lot like a commercial artist's job. The *SIGN PAINTER* works at a table or a desk sketching a design to figure out what size lettering to use and how to arrange the words and pictures.

Once the design is ready the *SIGN PAINTER* chooses his paints according to the surface on which the sign is to be painted. He may have to paint on metal, wood, masonite, paper, cloth, or canvas. Some *SIGN PAINTERS* put gold leaf letters on glass. For neon signs the *SIGN PAINTER* makes patterns for the sheet metal workers and glass tube benders.

The *SIGN PAINTER* may work on a scaffold high above the ground. He may paint a sign on the side of a building, on a roof, or on a billboard. The *SIGN PAINTER* may paint advertising on the side of a bus or a truck. He may paint small signs in his shop to hang over a door or on a wall.

Most *SIGN PAINTERS* work for advertising companies. Some work for television and movie studios. Some businesses hire full-time *SIGN PAINTERS* for their own advertising and art departments.

If You Want To Be A SIGN PAINTER

.You should like working inside part of the time and outside part of the time.

.You should have artistic talent.

.You should be able to stand or sit for long periods.

.You should have good eyesight (glasses are OK) and good color vision.

.You must be good at following directions.

.You should pay attention to details.

.You must not be afraid of heights.

.You should have a good sense of balance.

.You should take pride in doing a job well.

To Prepare Yourself Now...

.You should complete your high school education.

.You should keep a folder of samples of your art work.

.High school courses that will help are: Art, English (grammar and spelling), plane geometry, and mechanical drawing.

.You should consider taking a course in graphic communications at an area vocational school.

Remember!

.You may have to buy your own small brushes and lettering pens.

.You should be able to provide your own transportation to job sites.

.*SIGN PAINTERS* may be out of work during part of the winter.

.Some employers offer paid vacations, group insurance, and retirement plans.

A Look Ahead...

There are many job opportunities for well qualified *SIGN PAINTERS*. Many replacement jobs are opening for talented trainees. Opportunities for promotion are limited but some experienced *SIGN PAINTERS* open their own shops.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *SIGN PAINTERS* work days, 40 hrs/wk.

For More Information Write To:

.Outdoor Advertising Association of America
625 Madison Avenue
New York, New York 10022

More View Jobs To Think About

TITLE	VIEW CARD #
Draftsman	84

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VIEW

VITAL INFORMATION for EDUCATION and WORK

SINGER

D.O.T. 152.048

the cross-eyed bear forge eases...

2

What's It Like To Be A SINGER

D.O.T 152.048

SINGERS make music with their voices. Most *SINGERS* specialize in other classical or popular singing. Classical singers may perform in concerts and operas or as church soloists. Popular singers often work in night clubs, theaters or on television. Well-known popular music singers also make recordings.

Professional singing requires a well-trained voice. Even experienced singers spend some time with voice coaches. Beginners often rely on their voice coaches to tell them when they are ready to try out for a job.

The ability to read music is also important. Many *SINGERS* begin taking piano lessons long before they are ready to begin voice training. Dancing is also required for work such as musical comedy.

Professional singing is rarely a full-time job. Most *SINGERS* do manage to find other jobs closely related to singing. Many teach music or chorus in public and private schools. Others coach choirs in churches or other organizations. Some give private singing lessons.

Road tours can be very hard on a professional singer. Long trips and late evening performances can be physically tiring. Performing the same songs over and over can also cause problems. A tired singer may have to strain to reach notes that would normally be easy. A bored singer may have a hard time keeping up an enthusiastic performance.

If You Want To Be A SINGER

.You should have some musical talent.

.You should not be easily discouraged.

.You should be willing to travel.

.You should have good hearing.

.You should enjoy entertaining others.

.You should be willing to practice and continue training your voice for many years.

To Prepare Yourself Now...

- .You should finish high school.
- .If you plan to become a classical singer or if you hope to teach voice or music in addition to singing, you should plan to attend a college or music conservatory after high school.
- .You should begin studying music as soon as possible if you have not already started.
- .Voice training should begin as soon as you have reached physical maturity (that is, when your voice "changes").
- .Learning to play a band instrument can help you get a job with a local rock group, "combo", or dance band.

Remember!

- .No amount of musical training can make you a singer if you have a "gravel" voice and a "tin" ear (ask a voice coach for a professional opinion).
- .Most professional singers belong to labor unions.
- .Few singers manage to get full-time performing jobs.
- .Most singers take voice lessons at least once a week.
- .Most employers pay the entire cost of singer's medical insurance and pension fund.
- .Training for popular singing is less difficult and takes less time than classical training.

A Look Ahead...

There is a great amount of competition for singing jobs. The only area that offers readily available, full-time employment for singers is teaching. Well-trained (college or music conservatory) professional singers are needed in public and private schools from the elementary level through high school and college.

Salary

The usual fee for concert and opera singers is $165 per single performance or $275 per week including rehearsals plus $30 per day for meals and hotel expenses.

Current salary figures for other singers are not available at this time.

Hours

Singers usually perform in the afternoon or evening. Many additional hours are spent in rehearsal and voice training.

For More Information Write To:

.American Guild of Musical Artists
1841 Broadway
New York, New York 10023

.American Federation of Television and Radio Artists
724 Fifth Avenue
New York, New York 10019

More View Jobs To Think About

TITLE	VIEW CARD #
Musician	175

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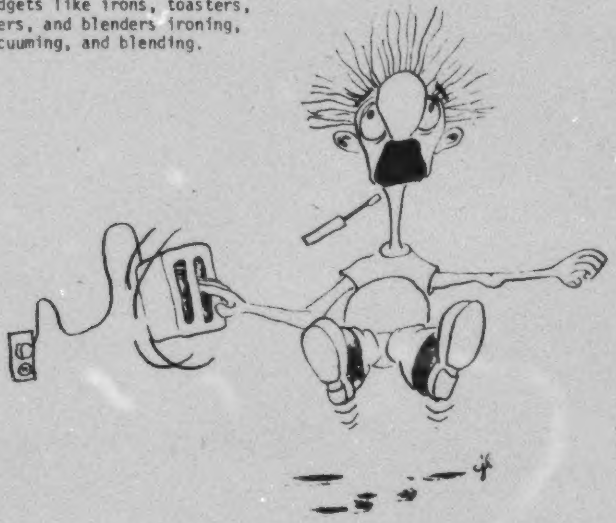
VITAL INFORMATION for EDUCATION and WORK

Small Appliance Repairman D.O.T. 723 381

SMALL APPLIANCE REPAIRMEN keep everyday household gadgets like irons, toasters, vacuum cleaners, and blenders ironing, toasting, vacuuming, and blending.



This can be a real hair raising job.

2

What's It Like To Be A Small Appliance Repairman D.O.T 723 381

A *SMALL APPLIANCE REPAIRMAN* usually works in a repair shop. Customers bring in toasters, irons, blenders, vacuum cleaners, and other small appliances that aren't working right.

The first thing the *REPAIRMAN* has to do is to find out what is wrong with the appliance. Sometimes the customer may be able to tell the *REPAIRMAN* what caused the problem. The *REPAIRMAN* may find what is wrong by taking the appliance apart and looking for broken or burned out parts. The *REPAIRMAN* may use electrical testing equipment such as voltmeters and ohmmeters to check circuits.

When the *REPAIRMAN* finds the trouble he may repair or replace the parts that are bad. *SMALL APPLIANCE REPAIRMAN* use simple hand tools like pliers, wrenches, screwdrivers, and wire strippers. They also use soldering irons to make electrical connections and minor repairs to cracked parts.

A *SMALL APPLIANCE REPAIRMAN* often tells the customer how to keep the same problem from happening again. Before making any repairs the *REPAIRMAN* may estimate for the customer how much the repairs will cost. One way the *REPAIRMAN* gets more business is from friends of happy customers so the *REPAIRMAN* has to be pleasant, friendly, and fair in dealing with the public.

If You Want To Be A Small Appliance Repairman

.You should enjoy electrical work.

.You should like to work with small hand tools.

.You should pay close attention to details.

.You should be willing to accept responsibility for your own work.

.You should have good color vision.

.You should like to meet and talk with people.

.You should be persistent in tracking down problems.

.You should have good eyesight and hearing (glasses and hearing aids are OK).

To Prepare Yourself Now...

.You should take advantage of the free training you can get in high school.

.High school courses that will help you are: mathematics, physics, and basic electricity.

.You should consider taking courses in electricity at an area vocational school or technical education center.

Remember!

.On-the-job training usually takes about 2 years.

.The more school training you have in electrical theory and practice, the more easily you will find a job as a *SMALL APPLIANCE REPAIRMAN.*

.Some employers offer paid vacations, holidays, and group insurance.

A Look Ahead...

There is a moderate, steady demand for *SMALL APPLIANCE REPAIRMEN* throughout South Carolina. Experienced *REPAIRMEN* may be promoted to supervisory positions. Many *SMALL APPLIANCE REPAIRMEN* open their own repair shops.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *SMALL APPLIANCE REPAIRMEN* work days, 40 hrs/wk.
Many *SMALL APPLIANCE REPAIRMEN* work on Saturday mornings.

For More Information Write To:

.Association of Home Appliance Manufacturers
20 North Wacker Drive
Chicago, Illinois 60606

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Appliance Repairman	13
Radio & Television Serviceman	223
Sewing Machine Repairman	244
Telephone Repairman	277

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card: Army (Card #16)

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

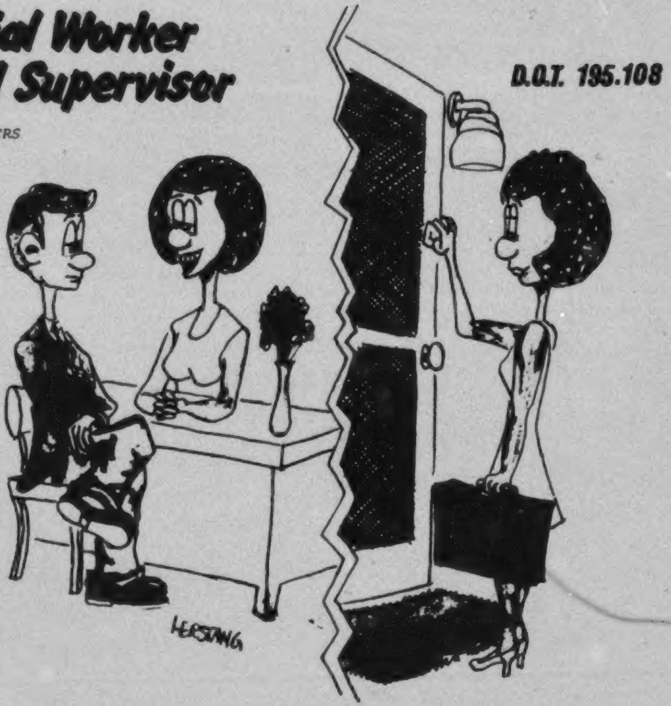
The South Carolina Employment
Security Commission

VITAL INFORMATION for EDUCATION and WORK

Social Worker and Supervisor

D.O.T. 195.108

SOCIAL WORKERS guide government aid in the right directions to help the people who need help most.



I led three lives for the HEW.

What's It Like To Be A SOCIAL WORKER?

D.O.T 195.108

Most *SOCIAL WORKERS* are employed by state and local governments. They work for agencies set up to help people. *SOCIAL WORKERS* are contacts between a government agency and the people it is supposed to help.

There are three ways social work is done. Caseworkers usually deal with families and individuals. Group workers have counselling meetings with several people or families at once. Community organization workers make plans and supervise programs for entire neighborhoods.

SOCIAL WORKERS help people solve problems. They teach people how to plan better budgets. They help people get government support when they need it. They help some people get jobs. *SOCIAL WORKERS* help other people get the training needed to qualify for a good job.

Social work can be very frustrating. Some people are hard to help because they won't help themselves. Sometimes a *SOCIAL WORKER* can't get enough help for a person who needs it badly. Working every day with people who have perious family problems can be very depressing. However, successfully helping someone solve a difficult social problem can be a very satisfying experience.

Some *SOCIAL WORKERS* spend many hours each day working at a desk. Their offices are usually clean and well-lighted. The offices may be crowded or very small. When *SOCIAL WORKERS* are not interviewing or counselling people, they are filling out forms and writing reports.

If You Want To Be A SOCIAL WORKER

.You should like to meet and talk with people.

.You should have a real desire to help other people.

.You should like to work indoors.

.You should not easily become emotionally upset.

.You should not give up easily.

To Prepare Yourself Now...

.You should finish high school.

.You should plan to attend a college or university.

.High school courses that will help you are: courses recommended by your guidance counselor to prepare you to enter a college or university.

.Completion of a four-year program leading to a baccalaureate degree is required for entrance to the Graduate School of Social Work at the University of South Carolina. The course lasts 2 years and leads to a Master of Social Work degree. Graduates are eligible for registration by the State of South Carolina as Social Workers.

.You should try to get part-time work with a camp, community center, or welfare agency while you are going to school.

Special Entry Requirement

.The basic entry requirement is a baccalaureate degree (four years of college). For a supervisory position the requirement is a master's degree plus four years of experience. The master's degree is preferred for all director positions.

Remember!

.Some persons interested in social work careers are hired after only 2 years of college as casework assistants as part of a work-study program which allows them to finish college.

.The South Carolina Department of Social Services also conducts a ten-week summer employment program to give on-the-job experience to college sophomores and juniors interested in social work careers.

.Educational assistance is also available for work on advanced degrees.

.*SOCIAL WORKERS* get paid holidays and vacations, group insurance rates, pensions and retirement plans.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 650 *SOCIAL WORKERS* and supervisors during the next 5 years (through 1976). Experienced workers can be rapidly promoted to positions of responsibility. A master's degree is preferred for some positions.

Salary

Starting Pay Range: $3.05 to $4.10/hr

Hours

Most *SOCIAL WORKERS* work days, 40 hrs/wk.
Some evening or weekend work may be necessary.

For More Information Write To:

.National Association of Social Workers, Inc.
Southern Bldg., 6 Fifteenth & Eighth Streets
Washington, D. C. 20005

More View Jobs To Think About

TITLE	VIEW CARD #
Employment Interviewer	96
Occupational Therapist	181
Personnel Manager	197
School Counselor	238

State Department of Education
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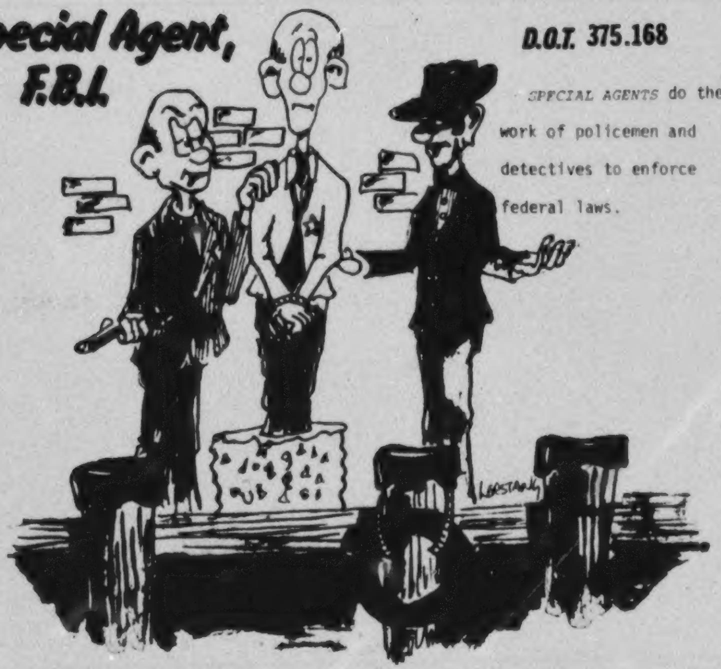
VITAL INFORMATION for EDUCATION and WORK

Special Agent, F.B.I.

D.O.T. 375.168

SPECIAL AGENTS do the work of policemen and detectives to enforce federal laws.



Polluting the river is a federal rap, so we've decided to mark you "fragile" and send you through the mail.

What's It Like To Be A Special Agent

D.O.T 375 168

SPECIAL AGENTS investigate federal crimes. They work for the Federal Bureau of Investigation (FBI) which is part of the U. S. Department of Justice. Agents work alone on most cases. Several agents often work together on dangerous cases.

Agents must be very good at keeping secrets. They are not allowed to discuss their work even with their own families. They may talk about a case with other agents assigned to the same case. They also keep their bosses informed.

Much of an agents' work is like a detective's work. They must meet and talk with all kinds of people to get information. They spend many hours writing detailed reports of their work. They must report regularly to a field office so someone will always know where the agents are and what they are doing.

Agents are carefully trained in many specialties. They must know how to collect evidence for laboratory analysis. They must be experts in handling many kinds of weapons. They must be well-trained in self-defense. Even after all the training is successfully completed, a new agent is "on probation" for a year.

A lot of travelling is often necessary. Agents have regular work schedules but they aren't expected to stick to them. They are expected to work whenever their jobs require it. They usually work many more hours than scheduled. In addition to detective work, agents make arrests. They must also be prepared to testify in federal courts.

If You Want To Be A Special Agent

.You should have good eyesight and hearing.

.You should be in good physical condition.

.You should have a very good reputation for honesty and dependability.

.You should be calm in emergencies.

.You should be able to make good decisions quickly.

.You should have neat, clean personal habits.

.You should take pride in doing a job to the best of your ability.

.You should like to meet and talk to other people.

.You should work well as a member of a team but should not mind working alone.

.You should write and speak well.

To Prepare Yourself Now...

.You should finish high school with plans to study accounting or law (see VIEW scripts on Accountant and Lawyer).

.High school courses that will help you are those recommended by your guidance counselor to prepare you for entrance to a college or university.

.You should try to get a clerical job with the FBI while you are in college.

Special Entry Requirements

.Applicants for Special Agent positions must be law school or accounting graduates. Accountants must also have at least 3 years of on-the-job experience. Applicants must be from 23 to 41 years old, at least five feet, seven inches tall, and must have no physical disabilities that would interfere with the use of firearms. A driver's license is also necessary.

Remember!

.Agents may be out of contact with their families while working on some cases.

.Agents may travel anywhere in the United States or its possessions.

.Initial FBI training last one year during which the new agent is "on probation".

.FBI Agents get paid vacations, sick leave, special insurance programs, and retirement benefits.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for only one additional FBI special agent in this state during the next four years. The agents that are selected, however, may work in any state. Vacancies are few and only the best qualified applicants are selected. Promotions are made on the basis of proven ability and (in cases of equal ability) length of experience.

Salary

Starting Pay for *SPECIAL AGENTS* is $12,775/yr.
Top pay ranges from $19,700/yr. up to $25,613/yr.

Hours

Agents are on call 24 hours/day, every day of the year. They are paid extra for overtime in excess of 40 hrs/wk.

For More Information Write To:

.U. S. Department of Justice
Federal Bureau of Investigation
Washington, D. C. 20535

More View Jobs To Think About

TITLE	VIEW CARD #
Detective	77
Policeman	209

State Department of Education
Office of Vocational Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

Speech Therapist

D.O.T. 079.108

SPEECH THERAPISTS help patients

overcome speech and hearing problems.

oo, ee, oo, ah, ah....
ting, tang
walla-walla
bing bang

2

What's It Like To Be A Speech Therapist

D.O.T 079 108

SPEECH THERAPISTS help patients with problems of speaking and hearing. The study of speech pathology is concerned with speech disorders. Audiology is the study of hearing disorders. Therapists may specialize in either speech pathology or audiology. The two kinds of problems are so closely related, however, that any *SPEECH THERAPIST* must know a lot about both.

The first thing *SPEECH THERAPISTS* must do for new patients is to identify (diagnose) the problem. Some speech problems have physical causes such as cleft palate (the roof of the mouth is divided). Stuttering and lisping may be related to emotional disorders. Mental retardation and brain injury also cause speech problems.

Loss of hearing is a common cause of speech problems. Children who are born totally deaf must be taught that they have a voice before they can be taught to use it. For people with partial hearing, a hearing aid may help greatly in correcting speech problems.

SPEECH THERAPISTS usually work with children in the public schools. Work in clinics or rehabilitation centers nearly always requires a master's degree as a speech pathologist or audiologist. Working conditions are pleasant and speech therapy classes are usually small. Like other teachers, *SPEECH THERAPISTS* usually have summer months free to do other work outside the schools or to continue their own education.

If You Want To Be A Speech Therapist

.You should have a sincere interest in helping the handicapped overcome their problems.

.You should be interested in teaching.

.You should be patient in dealing with situations where progress may be very slow.

.You should not be easily upset emotionally.

.You should prefer to work indoors.

To Prepare Yourself Now...

- .You should finish high school with plans to attend a college.
- .High school courses which will help you are those recommended by your guidance counselor to prepare you for entrance to a college.

Special Entry Requirements

- .To work in South Carolina schools as a *SPEECH THERAPIST* you will need a Bachelor of Arts Degree in Speech Pathology and Audiology plus a satisfactory score on the National Teacher Examination.

Remember!

- .Many school employees take another job or go back to college during the summer.
- .Most school employees get group rates on life and health insurance.
- .School employees also get paid holidays, sick leave, and retirement benefits.
- .With an additional 18 months to 2 years of college study a *SPEECH THERAPIST* may become a speech pathologist or audiologist.
- .Most employers other than the school system require the master's degree for work in speech therapy.

A Look Ahead...

The South Carolina Employment Security Commission expects very little demand for additional *SPEECH THERAPISTS* in South Carolina during the next five years. Both Columbia College and South Carolina State College have placement programs for speech therapy graduates. More jobs are open to *SPEECH THERAPISTS* who continue their education to earn a master's degree as speech pathologists or audiologists.

Salary

Starting pay is from $6,000 to $6,500 per year in most South Carolina school districts.

Hours

Most speech pathologists work days, about 30 hrs/wk.

For More Information Write To:

.American Speech and Hearing Association
9030 Old Georgetown Road
Washington, D. C. 20014

.Office of Admissions
Columbia College
Columbia, South Carolina 29203

.Director of Admissions and Records
South Carolina State College
Orangeburg, South Carolina 29115

.Department of Speech Pathology
College of Education
University of South Carolina
Columbia, South Carolina 29208

More View Jobs To Think About

TITLE	VIEW CARD #
Inhalation Therapist	134
Physical Therapist	201

State Department of Education
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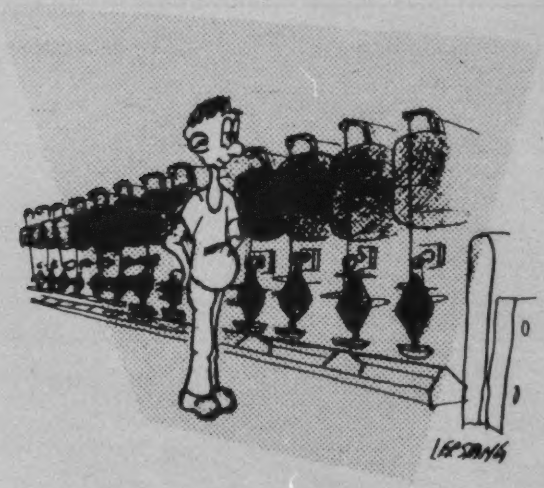
VIEW

VITAL INFORMATION for EDUCATION and WORK

SPINNER

D.O.T. 682.885

SPINNERS run machines that make thread, string, or yarn.



Where else could I get paid for spinning yarns?

2

What's It Like To Be A SPINNER?

D.O.T 682 885

SPINNERS work in textile mills. They run machines that make yarn from roving. Roving is a thick strand of loosely twisted fiber. Yarn is thinner and more tightly twisted. The machine that stretches the roving out and twists it into yarn is called a spinning frame.

SPINNERS keep their machines supplied with roving. They remove empty roving bobbins and replace them with full ones. The beginning of a fresh bobbin of roving may be twisted to the end of the old one if it is still in the spinning frame. If the old roving is out of the frame the *SPINNER* must thread the new roving through the guides and rollers by hand.

SPINNERS also watch for breaks in the yarn and roving. They repair breaks in roving by twisting the ends together. Yarn breaks are repaired by twisting the yarn end to the roving.

Spinning frames are very long. *SPINNERS* walk constantly up and down beside the frames. *SPINNERS* in a few modern plants ride small carts like golf carts.

Spinning rooms are well lighted. Most are air conditioned. There may be some lint in the air but blowers and filters keep the work area cleared. A spinning frame is a very noisy machine.

If You Want To Be A SPINNER

.You should prefer to work indoors.

.You should like to work around large machines.

.You should not mind doing the same things over and over.

.You should not mind working in a noisy place.

.You should be able to work standing up for several hours.

To Prepare Yourself Now...

- You may find a job as a *SPINNER* more easily if you have some experience in textiles. High school can be a good place to get that experience.
- You should take a course in textiles at an Area Vocational Center while you are in high school.
- You may be able to get a part-time job in a textile mill during your junior or senior year.

Remember!

- About half the textile mills in South Carolina pay the entire cost of some types of employee insurance.
- Many companies share the cost of insurance with their employees.
- Most companies also offer employee discounts, educational assistance, pensions, and retirement plans. Some give vacation bonuses.
- Some textile workers belong to labor unions.
- On-the-job training for a *SPINNER* takes about 5 weeks.

A Look Ahead...

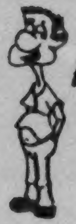
The South Carolina Employment Security Commission expects a demand for about 1300 *SPINNERS* during the next 5 years (through 1976). There are few opportunities for promotion. Senior workers may get a choice of shifts. Transfers to other departments in the mill may give reliable, experienced workers a chance to earn more money.

Salary

Pay Range: $2.35 to $2.52/hr (State Average)

Hours

SPINNERS work days, evenings, or nights, 40 hrs/wk.
Many textile mills have swing shifts (workers change shifts each week).
SPINNERS may work some weekends (they get other days off during the week).



For More Information Write To:

- Public Relations Division
American Textile Manufacturing Institute, Inc.
1501 Johnston Building
Charlotte, North Carolina 28202

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Battery Hand	29
Card Tender	44
Cloth Inspector	56
Drawing Tender	86
Fly Frame Tender	109
Knitting Machine Operator	142
Opener and Feeder Tender	185
Picker Tender	202
Spinning Doffer	256
Spooler Tender	257
Weaver	293
Winder Operator	296

State Department of Education
Office of Vocational Education
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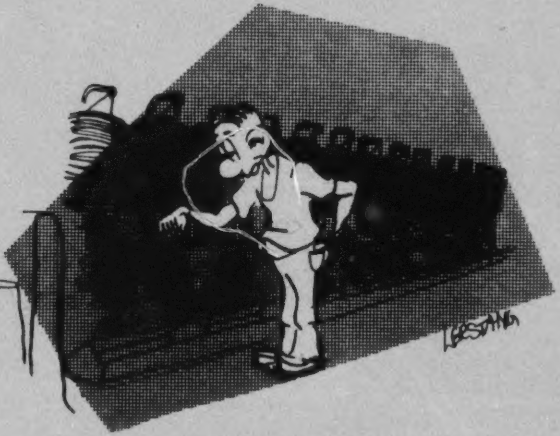
VIEW

VITAL INFORMATION for EDUCATION and WORK

Spinning Doffer

D.O.T. 689.886

SPINNING DOFFERS remove full bobbins of yarn from spinning frames and replace them with empty bobbins.



I tell folks I'm a toaster tester 'cause I can't say bobbin doffer.

2

What's It Like To Be A Spinning Doffer?

D.O.T 689.886

SPINNING DOFFERS work in textile mills. They remove full bobbins of yarn from spinning frames. Removing the bobbins is called doffing. Spinning bobbins are tapered cardboard tubes about a foot long. They slip over a row of posts called spindles on the rail of a spinning frame.

When the bobbins are full the doffer stops the spinning frame. Next, the doffer presses a pedal to lower a part of the frame called the ring rail. Lowering the ring rail winds the yarn around the bottoms of the spindles below the bobbins. The *DOFFER* puts empty bobbins on the spindles. The *DOFFER* then releases the pedal to raise the ring rail and starts the frame. *DOFFERS* usually work very fast taking full bobbins off with one hand and putting empty ones on with the other hand. They have to bend over to reach the spindles. Bending over most of the day may make a *DOFFER'S* back very tired.

The lighting in a spinning room is usually very good. Most spinning rooms are air conditioned. There may be some lint in the air but blowers and filters keep the work area cleared. A spinning frame is a noisy piece of equipment.

If You Want To Be A Spinning Doffer

.You should prefer to work indoors.

.You should like to work around large machines.

.You should not mind doing the same things over and over.

.You should not mind working in a very noisy place.

.You should be able to work standing up for several hours.

.You should have a strong back.

To Prepare Yourself Now...

- .You may find a job as a *SPINNING DOFFER* more easily if you have some experience in textiles. High school can be a good place to get that experience.
- .You should take a course in textiles at an Area Vocational Center while you are in high school.
- .You may be able to get a part-time job in a textile mill during your junior or senior year.

Remember!

- .About half the textile mills in South Carolina pay the entire cost of some types of employee insurance.
- .Many companies share the cost of insurance with their employees.
- .Most companies also offer employee discounts, educational assistance, pensions, and retirement plans. Some give vacation bonuses.
- .Some textile workers belong to labor unions.
- .On-the-job training for a *SPINNING DOFFER* takes about six weeks.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 600 *SPINNING DOFFERS* during the next five years (through 1976). There are few opportunities for promotion. Transfers to other departments in the mill give reliable, experienced workers a chance to earn more money.

Salary

Pay Range: $2.55 to $2.80/hr (State Average)

Hours

SPINNING DOFFERS work days, evenings, or nights; 40 hrs/wk. Many textile mills have swing shifts (workers change shifts each week).

SPINNING DOFFERS may work some weekends (they get other days off during the week).

For More Information Write To:

.Public Relations Division
American Textile Manufacturing Institute, Inc.
1501 Johnston Building
Charlotte, North Carolina 28202

More View Jobs To Think About

TITLE	VIEW CARD #
Battery Hand	29
Card Tender	44
Cloth Inspector	56
Drawing Tender	86
Fly Frame Tender	109
Knitting Machine Operator	142
Opener and Feeder Tender	185
Picker Tender	202
Spinner	255
Spooler Tender	257
Weaver (Automatic Loom)	293
Winder Operator	296

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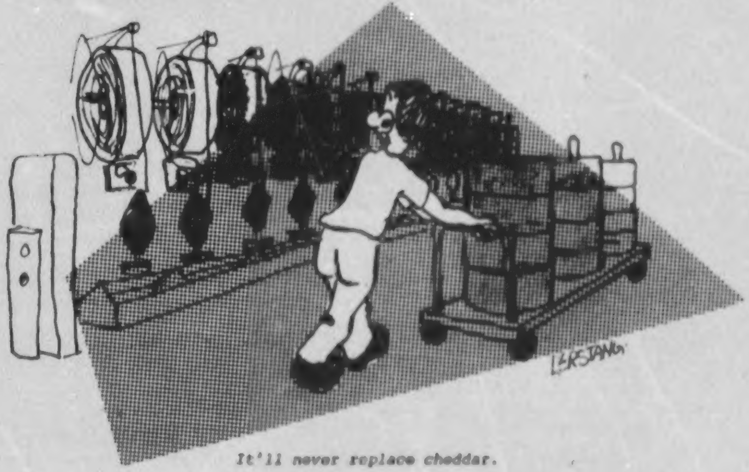
VIEW

VITAL INFORMATION for EDUCATION and WORK

Spooler Tender

D.O.T. 681.885

SPOOLER TENDERS run machines that wind yarn from a bobbin to a cone or cheese.



It'll never replace cheddar.

2

What's It Like To Be A SPOOLER TENDER?

D.O.T 681.885

SPOOLER TENDERS work in textile mills. They run machines that wind yarn from several small bobbins into one big spool. A large spool is often called a cone or a cheese. A cheese looks like a fat wheel.

When a bobbin is empty the *SPOOLER TENDER* removes it and puts a new one into the bobbin holder. The yarn from the bobbin has to be threaded on a thread clamp. An automatic knotter ties the yarn from the bobbin to the yarn on the cone or cheese. When the cone or cheese is the right size the *SPOOLER TENDER* takes it off and starts a new one.

Full spools are placed on a trident. A trident is a platform with upright posts. The cheeses are stacked like rings on the posts. *SPOOLER TENDERS* push the load of cheeses in front of them as they move along the spooler. A full trident can usually be pushed right into the storage area without having to unload it.

A spooler room is well lighted. In a modern mill it may be air conditioned. Spooling does make lint which floats around in the air.

If You Want To Be A SPOOLER TENDER

.You should prefer to work indoors.

.You should like to work around large machines.

.You should be able to lift and carry about 12 pounds.

.You should not mind doing the same things over and over.

.You should be able to work standing up for several hours.

To Prepare Yourself Now...

- .You can probably get a job as a *SPOOLER TENDER* without a high school education, but high school can be a good place to find out whether you like the work.
- .You should take a course in textiles at an Area Vocational Center while you are in high school.
- .You may be able to get a part-time job in a textile mill during your junior or senior year.

Remember!

- .About half the textile mills in South Carolina pay the entire cost of some types of employee insurance.
- .Many companies share the cost of insurance with their employees.
- .Most companies also offer employee discounts, educational assistance, pensions, and retirement plans. Some give vacation bonuses.
- .Some textile workers belong to labor unions.
- .On-the-job training for a *SPOOLER TENDER* takes about one week.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 600 *SPOOLER TENDERS* during the next five years (through 1976). There are few opportunities for promotion. Senior workers may get a choice of shifts. Transfers to other departments of the mill may give reliable, experienced workers a chance to earn more money.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

SPOOLER TENDERS work days, evenings, or nights, 40 hrs/wk.

Many textile mills have swing shifts (workers change shifts each week).

SPOOLER TENDERS may work some weekends (they get other days off during the week).

For More Information Write To:

.Public Relations Division
American Textile Manufacturing Institute, Inc.
1501 Johnston Building
Charlotte, North Carolina 28202

More View Jobs To Think About

TITLE	VIEW CARD #
Battery Hand	79
Card Tender	44
Cloth Inspector	56
Drawing Tender	86
Fly Frame Tender	109
Knitting Machine Operator	142
Opener and Feeder Tender	185
Picker Tender	202
Spinner	255
Spinning Doffer	256
Weaver (Automatic Loom)	293
Winder Operator	296

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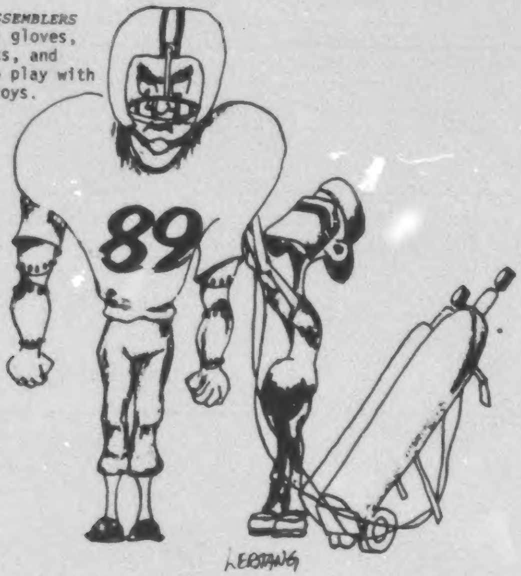
VIEW

VITAL INFORMATION for EDUCATION and WORK

Sports Equipment Assembler

D.O.T. 739.887

SPORTS EQUIPMENT ASSEMBLERS make basketballs, baseball gloves, golf clubs, tennis racquets, and other things for people to play with when they're too old for toys.



O.K., Joe .... if this thing works, the Miami Dolphins want ten more just like it.

2

What's It Like To Be A Sports Equipment Assembler?

D.O.T 739.887

A *SPORTS EQUIPMENT ASSEMBLER* works in a factory. Many types of sports equipment such as baseball gloves, golf clubs, football shoes, or basketball goals are put together by workers on an assembly line. Each assembler stands or sits beside a long bench or conveyor. As the pieces are passed from worker to worker along the line each assembler puts some parts together.

There are many jobs to be done on an assembly line. Most assemblers learn to do just one or two jobs on the assembly line. They do the same job over and over all day.

Some *SPORTS EQUIPMENT ASSEMBLERS* use sewing machines or a needle and thread. Others use screwdrivers, hammers, pliers, or wrenches. Some assemblers may use welding equipment to put metal parts together.

A *SPORTS EQUIPMENT ASSEMBLER* must be able to work quickly without making mistakes. An assembler who slows down the assembly line may have to find a new job.

If You Want To Be A Sports Equipment Assembler

- You should like to do mechanical work.
- You should be able to work quickly without making mistakes.
- You should like to work with other people.
- You should have good coordination.
- You should like to work with your hands.
- You should not mind doing one simple job over and over.
- You should like to work inside.

To Prepare Yourself Now...

- You may be able to find a job as a *SPORTS EQUIPMENT ASSEMBLER* without a high school diploma, but there are high school vocational courses that will help you get a better job or faster promotions.
- You should take high school courses in Industrial Sewing, Welding, or Machine Shop at an Area Vocational School.
- Your vocational counselor can give you aptitude tests to help you decide whether you should become a *SPORTS EQUIPMENT ASSEMBLER.*
- You may be able to get a summer job as an assembler while you are still in high school.

Remember!

- If business is poor, some of the first factory workers to be laid off are assemblers.
- Some *SPORTS EQUIPMENT ASSEMBLERS* belong to labor unions.
- Most employers offer paid vacations and holidays, group health and life insurance, and retirement plans.
- Some employers offer yearly bonuses or profit sharing plans.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 200 more *SPORTS EQUIPMENT ASSEMBLERS* during the next five years (through 1976). Most assemblers are never promoted to other jobs, they usually work as assemblers until they retire.

Salary

Pay Range: $2.22 to $2.69/hr (State Average)

Hours

Most *SPORTS EQUIPMENT ASSEMBLERS* work 40 hrs/wk on any shift.

More View Jobs To Think About

TITLE	VIEW CARD #
Electrical Appliance Assembler	91
Folder and Turner	110
Hand Packager	128

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

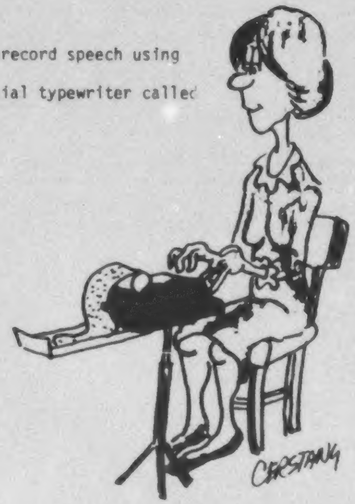
VIEW

VITAL INFORMATION for EDUCATION and WORK

STENOGRAPHER

D.O.T. 202 388

STENOGRAPHERS record speech using shorthand or a special typewriter called a stenotype.



Could you-all talk a little faster, please?

2

What's It Like To Be A STENOGRAPHER

D.O.T 202 388

STENOGRAPHERS work in business offices. Most modern business offices are clean, comfortable places to work. Many have air-conditioning and carpeted floors. Most *STENOGRAPHERS* work in large towns or cities.

STENOGRAPHERS must be able to take shorthand. They must also be good typist. They usually have more responsibility than a clerk-typist but less than a secretary. In many small offices, however, *STENOGRAPHERS* do almost anything a secretary would do. They may file reports and receive telephone calls. They may greet visitors and schedule appointments. In a large office the *STENOGRAPHER'S* main job is sorting mail and preparing letters from dictation.

In some offices dictation is taken entirely by shorthand. After taking the dictation *STENOGRAPHERS* type the letters or memos. *STENOGRAPHERS* also use shorthand to write down the minutes of a business meeting. Other offices use recording equipment for dictation. The *STENOGRAPHER* plays the recording, listening with headphones and typing while listening.

STENOGRAPHERS spend most of their time preparing letters. Business letters must be very neat. Many bosses will not sign a letter that has any corrections on it. When there are not many letters to be typed *STENOGRAPHERS* may assist typists with routine forms and reports that don't have to be quite so neatly done.

If You Want To Be A STENOGRAPHER

.You should prefer to work indoors.

.You should work well with other people.

.You should have a good memory.

.You should follow instructions well.

.You should not mind sitting at a desk most of the day.

.You should be able to keep a secret.

.You should have neat personal habits.

To Prepare Yourself Now...

.You should finish high school.

.High school courses that will help you are: English, office occupations, typing, shorthand, and basic mathematics.

.Secretarial studies at a Technical Education Center may help you start out in a higher paying job.

.Part-time work as an office clerk can give you valuable office experience while you are still in school.

Remember!

.Most employers give dictation and typing tests to select *STENOGRAPHERS*. Beginners are usually expected to take dictation at a rate of 80 to 100 words per minute and to type 40 to 50 words per minute.

.Many employers pay the cost of secretarial correspondence courses for *STENOGRAPHERS*.

.Some employers prefer to hire female *STENOGRAPHERS*, others prefer male *STENOGRAPHERS*.

.Most employers offer paid vacations and holidays, group insurance plans, sick leave, and retirement plans.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for about 750 *STENOGRAPHERS* during the next four years. Experienced, highly-skilled *STENOGRAPHERS* may become self-employed public *STENOGRAPHERS* or court reporters.

Salary

Most *STENOGRAPHERS* in South Carolina earn from $2.53 to $3.17 per hour.

Hours

STENOGRAPHERS usually work 5 days, from 35 to 40 hours/week.

For More Information Write To:

.National Secretaries Association
Suite G-10, Crown Center
2440 Pershing Road
Kansas City, Missouri

More View Jobs To Think About

TITLE	VIEW CARD #
General Secretary	122
Legal Secretary	147
Secretary, Medical	237

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

2

State Department of Education
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Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

Stewardess, Airline

D.O.T. 352 878

STEWARDESSES help keep airline passengers comfortable and safe.

Just a cup of water, please -

40,000 feet is "High" enough for me.

What's It Like To Be An Airline Stewardess

D.O.T 352 878

AIRLINE STEWARDESSES work on planes that carry passengers. Modern passenger planes are very comfortable. The cabins are carpeted and fully air-conditioned (since they must be pressurized). Jets, especially, fly very smoothly and quietly.

STEWARDESSES are responsible for keeping passengers safe and comfortable. They begin work before the passengers get on board. They check the cabin to see that it is clean and neat. They make sure all emergency equipment is properly stored. They check the galley (small kitchen) to make sure enough food and drink is on board. *STEWARDESSES* greet passengers as they arrive. They check tickets and direct passengers to their seats. They help the passengers store their coats and small luggage. As the plane starts to take off they check passengers' seat belts. They also tell what to do in case of emergencies. During the flight they help passengers adjust their seats. They may give out magazines and pillows. On most flights they serve drinks and snacks. On long flights they serve meals. The meals are prepared in advance and just have to be heated in the galley.

After the plane lands the *STEWARDESSES* have some forms to fill out. They record the takeoff and landing fields for the flight. They list ticket numbers of passengers on the flight. They record the meals and drinks served on the flight. They also prepare a list of lost and found articles.

If You Want To Be An Airline Stewardess

.You should like to meet people.

.You should enjoy flying.

.You should have a pleasant voice.

.You should have neat personal habits.

.You should have good eyesight and hearing.

.You should be calm in emergencies.

.You should be in good health.

To Prepare Yourself Now...

.Airlines require *STEWARDESSES* to have a high school diploma.

.High school courses that will help you are college preparatory courses recommended by your guidance counselor plus home economics.

.Nurses' training is a big advantage in getting a job as a *STEWARDESS*.

.A part-time job that requires meeting the public can give you valuable experience while you are still in school.

Special Entry Requirements

.Most airlines require *STEWARDESSES* to be between 19 and 27 years old, from 5' 2" to 5' 9" tall, well-proportioned, and less than 140 pounds in weight.

Remember!

.On-the-job training (and probation) lasts about 6 months.

.Because of irregular schedules a *STEWARDESS* may have as much as two weeks off in a month.

.Even after many hours of work a *STEWARDESS* must remain pleasant, cheerful, and alert.

.*STEWARDESSES* often spend many days away from home when their time off between flights happens to be in other cities.

.Most employers require new *STEWARDESSES* to be single although they may be permitted to continue working after marriage.

.Classroom training lasts about five weeks.

A Look Ahead...

There is a steady demand for *STEWARDESSES* since very few work more than three or four years. *STEWARDESSES* with experience and seniority have first choice of flight schedules and choice of home bases.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

STEWARDESSES are usually limited to 80 hours per month flight time. About 35 hours per month are spent in ground duties. *STEWARDESSES* are often required to work nights, weekends, and holidays.

For More Information Write To:

.Air Transport Association of America
1000 Connecticut Avenue, NW
Washington, D. C. 20036

.Information Retrieval Branch
Federal Aviation Administration Library
HQ - 630
Washington, D. C. 20553

More View Jobs To Think About

TITLE	VIEW CARD #
Bellman	30
Waiter and Waitress	289

State Department of Education
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Research Coordinating
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In Cooperation With

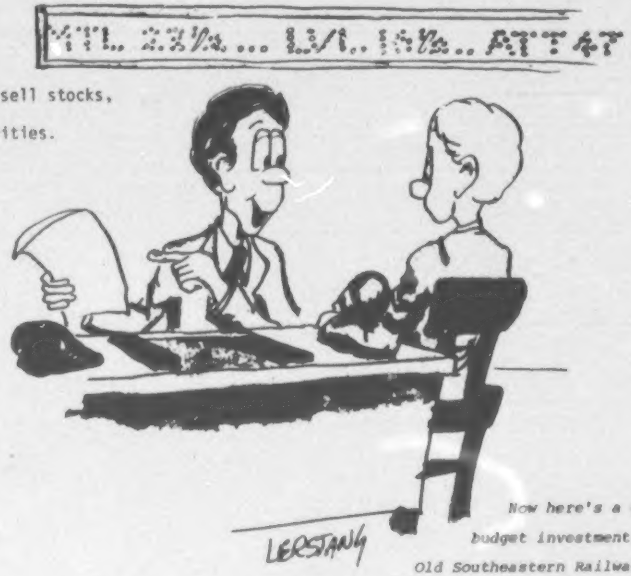
The South Carolina Employment
Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

STOCKBROKER

D.O.T. 251 258



STOCKBROKERS sell stocks, bonds, and securities.

Now here's a good low-budget investment, Lingering Old Southeastern Railways, Inc., or, as its known on the market, LOSER. For $50 you can own the whole thing.

What's It Like To Be A STOCKBROKER

D.O.T 251 258

STOCKBROKERS buy and sell shares of companies for private investors and other companies. They also buy and sell other securities such as municipal bonds. Stocks earn a profit in two ways. At the end of each year a company's profits are divided among its' shareholders. Also, stocks bought at a low price may increase in value and be sold at a higher price. Of course, a stock may also decrease in value.

Only *STOCKBROKERS* are allowed to actually buy and sell stocks. This is necessary to protect both the investors and the businesses. Sometimes investors tell a *STOCKBROKER* exactly what they want to buy. The *STOCKBROKER'S* job in such a case is to buy the stocks as cheaply as possible. Many investors ask the *STOCKBROKERS* for advice on what to buy. *STOCKBROKERS* have to know a lot about the financial position of many companies. They must be able to provide information very quickly on stock market price changes. They must also be very familiar with the rules and regulations of the stock market.

Because there are so many kinds of stocks, bonds, and other securities many *STOCKBROKERS* are specialists. Some only sell stocks in new companies. Others only sell municipal bonds. Some *STOCKBROKERS* only buy and sell for individuals. Others only deal with large investment companies.

STOCKBROKERS may work for brokerage firms, banks, or investment companies called mutual funds. Their offices are usually modern, well-lighted and air-conditioned. Many brokers often work at rows of desks in front of large "quote boards". Information on stock sales and prices is posted on "quote boards".

If You Want To Be A STOCKBROKER

.You should prefer to work indoors.

.You should not mind sitting at a desk most of the day.

.You should like to meet and talk with people.

.You should have neat personal habits and a reputation for honesty and dependability.

.You should be able to work without someone to tell you what to do next.

.You should notice details.

.You should have a good memory.

To Prepare Yourself Now...

.You should finish high school with plans to attend a college or university.

.High school courses that will help you are the college preparatory courses recommended by your guidance counselor.

.Many employers look for applicants with degrees in either business administration, economics, or liberal arts.

.A job which involves selling can give you valuable experience while you are still in school.

Special Entry Requirements

.A state license is required to work as a *STOCKBROKER* in South Carolina. The agent must pass a written examination. South Carolina accepts the Securities and Exchange Commission (SECO), New York Stock Exchange (NYSE), and National Association of Securities Dealers (NASD) examinations as well as the state exam.

.A $1,000 personal bond is also required but is usually provided by the employer.

Remember!

.On-the-job and/or classroom training often takes about 6 months.

.Most large brokerage firms are located in the largest cities (especially New York City), but many of them have branch offices in smaller cities.

.In addition to the state licensing requirements, most *STOCKBROKERS* must have a security check to be registered with the NASD.

.Most employers offer annual bonuses if business is good.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for only 3 additional *STOCKBROKERS* during the next four years. Some openings will be created by brokers who go into other kinds of business. The earnings usually increase with experience, partly because experienced *STOCKBROKERS* handle larger accounts.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Most *STOCKBROKERS* are paid in one of three ways:
(1) straight commission (a percentage of sales).
(2) salary plus a small commission.
(3) salary plus an annual bonus based on company profits.

Hours

Beginning *STOCKBROKERS* usually have regular work schedules 5 days, 35 to 40 hours per week.

Experienced *STOCKBROKERS* often set their own hours of work. They may schedule some appointments in the evening for customers who can't see them during regular business hours.

For More Information Write To:

.New York Stock Exchange
11 Wall Street
New York, New York 10005

State Department of Education
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Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

Stock Clerk

D.O.T. 223 387

A *STOCK CLERK* keeps a supply room from becoming a disaster area.

If he'd used his head to begin with
the rest of him might not be so busy now.

2

What's It Like To Be A STOCK CLERK

D.O.T 223387

A *STOCK CLERK* works in a stockroom. Many kinds of businesses have stockrooms to store supplies and merchandise in an orderly way until needed. A *STOCK CLERK* may work for a manufacturing company, a wholesale house, a department store, or other retail businesses.

A stockroom may be dusty and drafty. Stockrooms often have concrete floors and some may stay damp and cool. Some special stockrooms may be refrigerated.

The *STOCK CLERK* is responsible for keeping stored merchandise arranged so that it can be easily taken out of the stock room when needed. A *STOCK CLERK* must be able to tell quickly how much of each item is on hand so reorders can be made at the proper time.

Shelves in a stockroom may reach all the way to a high ceiling. *STOCK CLERKS* spend most of the day walking, climbing, taking things down from shelves and putting things up on shelves. They may unpack some merchandise for easiest storage. In some businesses a *STOCK CLERK* may have to operate a fork lift.

In a small business the *STOCK CLERK* may also do the work of a shipping and receiving clerk. You should also read the VIEW card titled *SHIPPING AND RECEIVING CLERK*.

If You Want To Be A STOCK CLERK

- You should like to work indoors.
- You should like work that requires a lot of bending, lifting, and moving around.
- You should like keeping your work area neat and organized.
- You must have an honest reputation.
- You should notice details.
- You should have a good memory.
- You should be able to lift up to 100 pounds.
- You should not mind doing the same things over and over.
- You should not mind working alone at times.

To Prepare Yourself Now...

.You should complete your high school education.

.High school courses that will help you are: business mathematics and English (grammar and spelling).

.Courses in typing and office practices may help you get promotions.

.You may be able to get a part-time job as a *STOCK CLERK* while you continue your education.

.Any additional business training will speed your advancement.

Remember!

.Some *STOCK CLERK* jobs require previous experience.

.If you have a criminal record you probably won't be able to get a job as a *STOCK CLERK*.

.Department store employees may get discounts on store merchandise.

.Many employers offer paid vacations and holidays, group insurance, and retirement plans.

.Most *STOCK CLERKS* are men.

A Look Ahead...

South Carolina needs about 200 new *STOCK CLERKS* each year. Most openings will be filled by students who are training for more responsible positions in business. Qualified, experienced *STOCK CLERKS* may be promoted to supervisory positions. With additional training *STOCK CLERKS* may advance to buying, sales, and management jobs.

Salary

Starting Pay Range: $1.60 to $2.50/hr.

Hours

Most *STOCK CLERKS* work days, 40 hrs/wk.
Some weekend and evening work may be required during busy seasons of inventories.

For More Information Write To:

.Ask your counselor to help you arrange a visit to a local warehouse or retail store.

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Grocery Clerk	125
Postal Clerk	211
Shipping & Receiving Clerk	248

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

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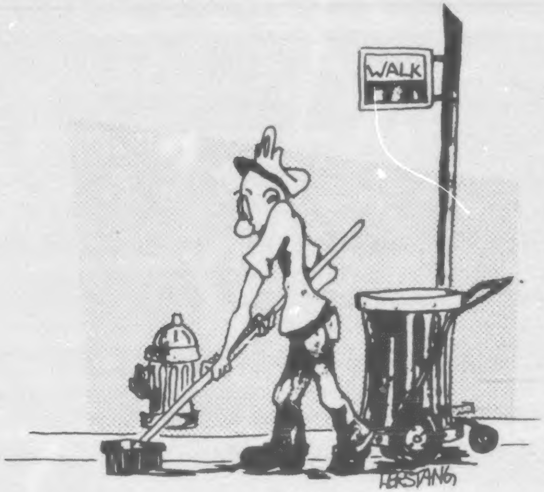
Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

STREET CLEANER D.O.T. 955.887

STREET CLEANERS keep trash off city streets and sidewalks.



Dad always said a guy could clean up in the civil service.

2.

What's It Like To Be A STREET CLEANER?

D.O.T 955.887

STREET CLEANERS work outdoors. They work for a local government. Most *STREET CLEANERS* work in large towns. They keep trash off the city streets and sidewalks.

Some *STREET CLEANERS* push a cart to put trash in. The cart is like a barrel with wheels on one end. Some *STREET CLEANERS* carry a bag to put trash in. The bag has a long strap so it can be hung from one shoulder.

Most *STREET CLEANERS* use a long stick to pick up paper without bending over. The stick has a nail or spike at one end. The *STREET CLEANER* still has to bend down to pick up things like bottles or cans.

STREET CLEANERS use stiff brooms to sweep sidewalks and gutters. The brooms are usually the kind you push. *STREET CLEANERS* may also use a dustpan without bending over.

STREET CLEANERS have to walk a lot. Bending to pick up bottles and cans may give a *STREET CLEANER* a backache. They have to watch out for cans on the street. The job doesn't take a lot of strength. *STREET CLEANERS* don't work in heavy rain or snow. They may work in very cold weather. They may work in very hot weather. Of course, the *STREET CLEANER* also gets to work outside when the weather is very nice.

If You Want To Be A STREET CLEANER

.You should prefer to work outdoors.

.You should not mind doing the same thing over and over.

.You should have enough endurance to stay on your feet most of the day.

.You should be able to follow spoken instructions.

To Prepare Yourself Now...

.You can probably get a job as a *STREET CLEANER* without a high school education. A diploma might help you get a promotion later on.

.You should try to get a summer job as a groundskeeper or yard man while you are still in school to see how well you like this kind of work.

Remember!

.Some employers offer free work uniforms and uniform laundry for *STREET CLEANERS*.

.A *STREET CLEANER* doesn't have to buy his own tools.

.Most employers offer paid holidays, group insurance, and retirement plans.

.*STREET CLEANERS* may be "laid off" in bad weather.

.A good work record and a reputation for honesty can help you get a job as a *STREET CLEANER*.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 200 *STREET CLEANERS* during the next 5 years (through 1976). There are few opportunities for promotion. A driver's license and a high school diploma can help a *STREET CLEANER* get additional training and a promotion.

Salary

Starting Pay Range: $1.60 to $1.80/hr

Hours

Most *STREET CLEANERS* work days, 40 hrs/wk.

For More Information Write To:

Ask your counselor to help you contact the Utilities Division of your local Public Service Commission.

More View Jobs To Think About

TITLE	VIEW CARD #
Garbage Collector	118
Transportation Cleaner	284

State Department of Education
Office of Vocational Education
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Security Commission

VITAL INFORMATION for EDUCATION and WORK

SURGEON

D.O.T. 070.101

SURGEONS perform operations
to correct physical problems
and to cure illnesses.

Somehow I always feel like

I need a fork in the other hand.

2

What's It Like To Be A SURGEON

D.O.T 070 101

SURGEONS work in hospitals and clinics. Only about 12% of all *SURGEONS* are actually employed by hospitals. Most of the others are in private practice. Many are members of medical groups, often with other doctors who specialize in the same type of surgery.

When operating on a patient the *SURGEON* works with other members of a medical team. Some of the other medical workers are the anesthesiologist, various nurses, and surgical technicians. In a teaching hospital each *SURGEON* is usually responsible for instructing some residents and interns. An intern is a recent graduate of a medical school. A resident has completed internship (usually 1 year) and is learning a medical specialty. The *SURGEON* may be self-employed, but the other medical staff members are paid by the hospital. They work under the direction of the *SURGEON* during an operation. Sometimes a *SURGEON* who is employed by the hospital may assist the independent *SURGEONS* operating there.

SURGEONS are also responsible for the recovery of their patients after an operation. They visit patients still in the hospital. They may visit some patients in their homes. The hospital staff, following the *SURGEONS'* orders, takes care of the patients during recovery.

Other time outside the operating room is spent in a variety of ways. Doctors hold conferences to decide the best ways to handle certain cases. Knowing when not to operate is just as important as knowing how. Much time is also spent in reading and research as well as writing. Most *SURGEONS* also keep regular office hours or spend some time each week working in an outpatient clinic.

If You Want To Be A SURGEON

.You should have a strong desire to help other people.
.You should be willing to accept a lot of responsibility.
.You should work well with your hands.
.You should be able to make correct decisions quickly.
.You should be calm in emergencies.
.You should enjoy work in science and mathematics.
.You should be in good health with no serious handicaps.
.You should be willing to spend many years in school after graduation from high school.
.You should be willing to continue studying and learning during your entire career.
.You should be able to admit, and learn from, your own mistakes.
.You should work well as a member of a team.

To Prepare Yourself Now...

- .You should finish high school with plans to attend a college or university, followed by medical school.
- .The high school courses that will help you are those recommended by the guidance counselor to prepare you for entrance to a college or university.
- .Frequently recommended college majors are physical sciences biology, chemistry, genetics, and mathematics. Some colleges offer "pre-med" majors.
- .The College of Medicine at the Medical University of South Carolina requires at least three years of college (preferably four). Applicants must also make a satisfactory score on the Medical College Admission Test.

Special Entry Requirements

- .Graduates of a medical college may take the licensing examination given by the South Carolina State Board of Medical Examiners but a permanent license is not given until the graduate completes training as a hospital intern or resident.
- .Specialization in surgery requires three to four years hospital residency plus one or two years of practice in the specialty.
- .After meeting all the above requirements a *SURGEON* may take an examination given by one of the ten American Specialty Boards concerned with surgical specialties. Success on the exam qualifies the *SURGEON* as a "diplomate" in the specialty.

Remember!

- .The second year of medical school is soon enough to make a decision to specialize in surgery.
- ."Diplomate" certification is not required to practice surgery, but it is considered a very desirable honor.
- .Students at the Medical University of South Carolina are expected to buy their own medical instruments and microscopes.
- .There are many scholarships and loans available for medical students.
- .Criminal offenses or drug abuse convictions will disqualify students for admission to medical school.
- .Physical examinations and some other medical care are often free for hospital staff members.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about eight additional *SURGEONS* during the next five years. This figure does not include those who go into private practice. Nationally the demand is expected to remain more than high enough to employ medical school graduates in most specialties in all areas of the country.

Salary

National Averages (1973): intern - $[illegible] 700/yr.
1st year resident - $10,400/yr.
5th year resident - $12,900/yr.

SURGEONS in private practice have the great expense of setting up an office for the first couple of years which usually means they will not do much better than breaking even until about the third year of practice. After the second year, earnings usually rise very quickly.

Hours

SURGEONS may work many more than 40 hrs/wk.
Emergency operations are performed at any hour of the day or night.
SURGEONS may be "on call" on weekends and holidays.

For More Information Write To:

.The American College of Surgeons
55 East Erie Street
Chicago, Illinois 60611

More View Jobs To Think About

TITLE	VIEW CARD #
Doctor (General Practice)	83
Optometrist	186
Paramedical Personnel	191
Pediatrician	195
Veterinarian	288

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VIEW

VITAL INFORMATION for EDUCATION and WORK

Surgical Technician

D.O.T. 079 378

SURGICAL TECHNICIANS prepare operating rooms for surgery and clean them up after surgery.

I'll bet a guy could make a really unusual lamp out of one of these!

2

What's It Like To Be A Surgical Technician

D.O.T 079 378

SURGICAL TECHNICIANS work as members of a medical team in hospital operating rooms. Other team members include surgeons, anesthesiologist, and nurses. *SURGICAL TECHNICIANS* have different responsibilities before, during, and after an operation.

Before an operation technicians prepare the room and the patient. Technicians collect the instruments the surgeon will need. They arrange the instruments according to instructions from a professional nurse. They also make sure the operating room is supplied with any fluids needed for transfusions. They prepare sterile sheets and drapes. They adjust the lights over the operating table. They scrub their hands and arms, then put on sterile gowns and rubber gloves. They assist the surgeon and nurses with their gloves and gowns. They may place the patient in proper position for the operation. They may also wash, shave, and sterilize the area of the operation.

During an operation technicians follow the surgeon's orders. They pass or hold instruments. They may cut sutures (stitches). They adjust lights and mirrors. They may help with transfusions or injections. Technicians may also work as circulators. Circulators gather in additional supplies or equipment needed during an operation.

After surgery technicians help apply bandages. They help move the patient from the operating table. They gather up all the equipment, sheets, towels, and drapes and take them to a cleaning area. After washing and sterilizing all the equipment they clean the operating room. Finally, they repack all the instruments and get ready for the next operation.

If You Want To Be A Surgical Technician

.You should have a strong desire to help other people.
.You should work well with your hands.
.You should remain calm in emergencies.
.You should follow instructions well.
.You should notice details.
.You should not be easily upset emotionally (an operating room can be a very tense place to work).
.You must be very reliable.
.You should be strong enough to stay on your feet many hours at a time.
.You should be able to work fast without making mistakes.

To Prepare Yourself Now...

- .You should finish high school with plans to take a course in surgical technology at a hospital or Technical Education Center.
- .High school courses that will help you are: biology and health or hygiene.

Remember!

- .Operating rooms are neat, clean places to work.
- .All operating room personnel scrub their hands and forearms with strong soap and a brush before every operation.
- .Hospitals provide surgical caps, gowns, shoe coverings, gloves, and masks used in surgery.
- .The tension in an operating room may be a strain on the nerves but it is certainly exciting work.
- .Hospital employees often get free physical examinations.
- .Fringe benefits usually include paid vacations and holidays, group insurance, and retirement plans.
- .Training lasts from six months to one year.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for about 100 additional *SURGICAL TECHNICIANS* during the next five years. Graduates of most hospital training programs are employed by the same hospital that trains them. Promotion to other positions usually requires additional education.

Salary

Starting Pay: $75.00 to $90.00/wk.

Hours

SURGICAL TECHNICIANS usually work days or evenings, 40 hrs/wk. Overtime is usually available for technicians who are willing to be "on call" for emergencies. They may also work some extra hours when operations take longer than expected.

For More Information Write To:

.School for Surgical Technicians
Anderson Memorial Hospital
800 North Fant Street
Anderson, South Carolina 29621

.School for Surgical Technicians
Columbia Hospital
2020 Hampton Street
Columbia, South Carolina 29204

.Director of Surgical Technicians Program
South Carolina Baptist Hospital
1519 Marion Street
Columbia, South Carolina 29201

Also ask your guidance counselor to help you find out about programs in nearby Technical Education Centers.

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Anesthesiologist	11
Medical Assistant	162
X-Ray Technician	298

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

VITAL INFORMATION for EDUCATION and WORK

SURVEYOR

D.O.T. 018 188

SURVEYORS determine boundary lines, elevations, distances, and the exact location of points on the Earth's surface.

Up a little...no, down a little...now, to the right... no, left...ah - could you stand on your head and hold it sideways?

2

What's It Like To Be A SURVEYOR

D.O.T 018 188

SURVEYORS measure the land for maps, boundary lines, and construction projects. They direct surveying teams (field parties) which may include from three to six people. A team usually includes instrumentmen, rodmen, and chainman.

SURVEYORS often specialize in one type of surveying. Topological surveyors gather information for mapping. They measure the height of many points in an area to be mapped. They measure the distance between the points. They may use aerial photographs to make many measurements. Some *SURVEYORS* do all their work from aerial photographs. They may be geodetic surveyors who prepare maps of very large areas. Satellites may be used for surveying entire continents.

The most common surveying is done on foot. The team may start a survey from a known boundary line or bench mark. A bench mark is a point whose location and elevation is known. Working from the known location the team measures the distance, direction, and change in elevation to another point. The measurements are taken in small steps. Careful records must be kept at each step. The results of many small measurements are combined to locate points along a boundary line.

In highway or construction surveys, even more information may be needed. The *SURVEYOR* may be expected to measure the size of low spots and to determine how much material will be needed to fill them. The *SURVEYOR* may also help estimate the amount of material that must be removed to level high spots.

If You Want To Be A SURVEYOR

.You should prefer to work outside.

.You should be healthy enough to work in all kinds of weather.

.You should like to work with numbers.

.You should notice details.

.You should have a good memory.

.You should have good eyesight including color vision (glasses are O.K.).

.You should work well with your hands.

.You should work well as a member of a team.

To Prepare Yourself Now...

.You should finish high school and should consider attending a college or Technical Education Center (see Special Entry Requirements below).

.High school courses that will help you are: geometry, advanced algebra, trigonometry, physics, and mechanical drawing.

.College surveying courses are usually in the department of civil engineering.

.Before enrolling in a surveying program at a Technical Education Center you should find out if it is approved by the Engineers' Council for Professional Development (ECPD). Keep in mind that both approved and non-approved programs can be valuable (see Special Entry Requirements below).

Special Entry Requirements

.*SURVEYORS* must be licensed by the South Carolina Engineering Examiners' Board. The license requires any one of the following training/experience combinations:

(1) Bachelor of Science degree (4 years) in civil engineering plus two years of experience with a licensed *SURVEYOR*.

(2) Associate degree (2 years) in civil engineering from a Technical Education Center approved by the Engineers' Council for Professional Development (ECPD) plus four years of experience with a licensed *SURVEYOR*.

(3) High school diploma plus six years of experience with a licensed *SURVEYOR*.

NOTE: A graduate from a TEC program not approved by the ECPD must meet the same experience requirements as any high school graduate, but the TEC training can make it much easier to get a job with a *SURVEYOR* in order to meet the experience requirements.

Remember!

.Some survey work requires a lot of hiking and sometimes overnight camping.

.Measuring instruments are only as accurate as the people who use them.

.*SURVEYORS* spend a lot of time preparing reports and planning new surveys.

.Most employers offer paid vacations and holidays, sick leave, group insurance plans and retirement programs.

.On-the-job training takes from 2 to 6 years depending on the amount of formal education received.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for only about 5 additional *SURVEYORS* during the next 4 years. There should be about 100 openings for beginning jobs in surveying such as rodman and chainman during the same period. Promotions will usually be more rapid for persons with a college degree with holders of associate degrees running a close second.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

SURVEYORS employed by the Federal Government start at the following pay rates:

Without high school diploma - $4,798 per year
High school graduate - $5,432 per year
Associate degree - $6,882 per year
Bachelor's degree - $7,694 to $8,572 per year

Hours

SURVEYORS usually work 5 days, 40 hours/week.

Construction deadlines may require weekend, holiday and other overtime work (especially during the summer months).

For More Information Write To:

.American Congress on Surveying and Mapping
733 Fifteenth Street, NW
Washington, D. C. 20005

More VIEW Jobs To Think About

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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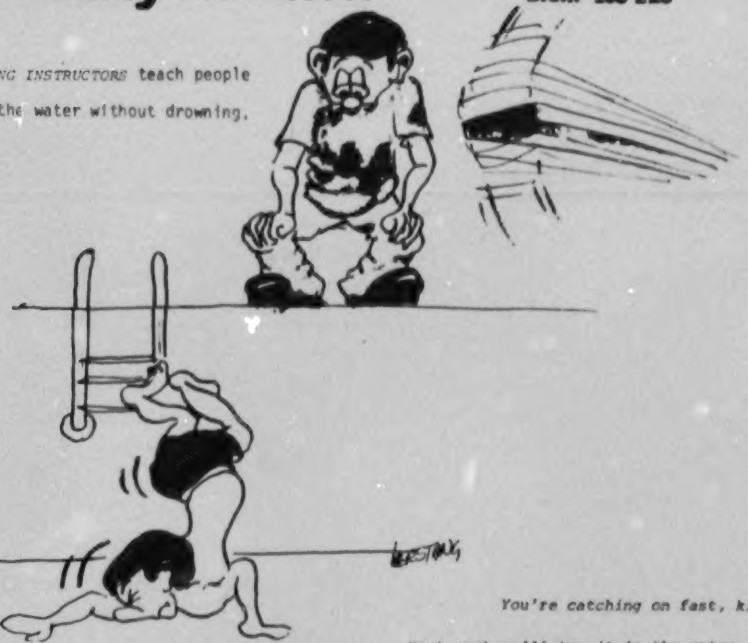
VIEW

VITAL INFORMATION for EDUCATION and WORK

Swimming Instructor

D.O.T. 153 228

SWIMMING INSTRUCTORS teach people to go into the water without drowning.



You're catching on fast, kid.

Next week we'll try it in the water.

2

What's It Like To Be A Swimming Instructor

D.O.T 153 228

SWIMMING INSTRUCTORS teach people to play in the water without drowning. Some work for public swimming pools. Others work for clubs like the YMCA or YWCA. Many work in summer camps for groups like the Boy Scouts or Girl Scouts. Some teach swimming to students in physical education classes.

Classes for non-swimmers usually begin on dry land. Instructors may use films or slides to teach water safety. They tell the students how to stay afloat. Next, the instructors get into the water and show the students what to do. The class practices the motions and methods of breathing in shallow water. While the class is practicing, the instructors act as lifeguards.

Some SWIMMING INSTRUCTORS specialize in teaching a particular type of swimming. For example, they may teach "drownproofing". Drownproofing is a way to stay afloat for a very long time, even in rough water. Others teach advanced classes for lifeguards, scuba divers, or snorklers.

Many SWIMMING INSTRUCTORS only spend part of their time teaching people to swim. Some also work as lifeguards. Others may coach swimming teams. SWIMMING INSTRUCTORS may also be asked to give lectures on water safety.

If You Want To Be A Swimming Instructor

.You should like to work with other people.

.You should be good at explaining things to other people.

.You should be a good swimmer.

.You should be calm in emergencies.

.You should be willing to accept the responsibility of other people's safety.

.You should be patient.

To Prepare Yourself Now...

- .You should finish high school and (if you hope to teach swimming in physical education classes) you should plan to study physical education at a college or university.
- .High school courses that will help you are physical education and the college preparatory courses recommended by your guidance counselor.
- .You can get training as a lifeguard or swimming instructor from the American Red Cross.
- .Summer work as a lifeguard will give you valuable experience.

Remember!

- .Full-time work as a swimming instructor usually requires some coaching ability.
- .Teaching a non-swimmer not to be afraid of the water can be the hardest part of the job.
- .Teaching an overconfident, poor swimmer to have more respect for the water can also be difficult.
- .Most swimming instructors have some experience as lifeguards.
- .Employers usually offer paid vacations and holidays, group insurance plans, and extra pay for overtime work.

A Look Ahead...

The greatest demand for *SWIMMING INSTRUCTORS* is during the summer months. There are very few full-time, year-round jobs in this occupation. Experienced *SWIMMING INSTRUCTORS* may set up their own classes and rent a pool for a couple of hours early in the morning or late in the evening.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE. Many *SWIMMING INSTRUCTORS* are paid a part of the fee charged to each member of the class.

Hours

SWIMMING INSTRUCTORS who also coach usually work days, 40 hours/week. Classes in public pools are usually held very early in the morning, Saturdays included.

For More Information Write To:

.American National Red Cross
17th and E Streets, NW
Washington, D. C. 20006

More View Jobs To Think About

TITLE	VIEW CARD #
Child-Day-Care-Center Worker	52
Counselor, Camp	68
Recreation Worker	227

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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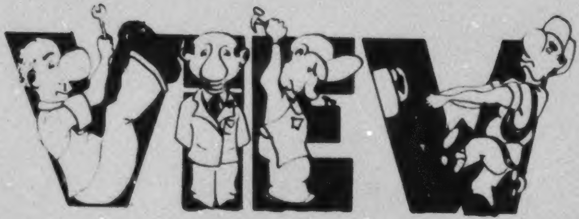
The South Carolina Employment
Security Commission

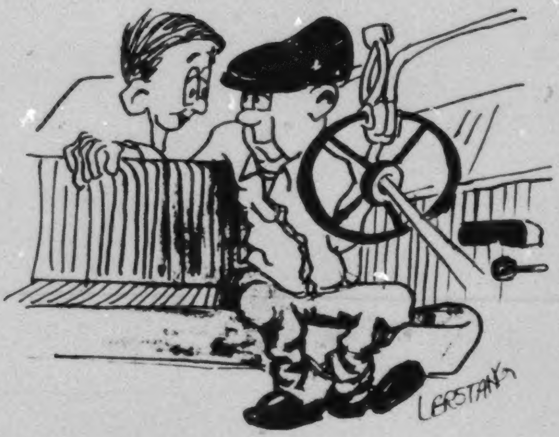


VITAL INFORMATION for EDUCATION and WORK

Taxi Driver

D.O.T. 913 463

TAXI DRIVERS are public chauffeurs.



Gee, I'll bet you meet all kinds of important people - and they all sit right here where I'm sitting, don't they? That's really terrific, huh?

2

What's It Like To Be A Taxi Driver

D.O.T 913 463

TAXI DRIVERS take people from place to place in all kinds of weather. Most of their time is spent driving. They may have to get outside frequently to help people put luggage in the trunk.

TAXI DRIVERS have several ways to get passengers. They may park near train stations, airports, or bus stations. They may drive by hotels and theaters. Most taxi companies use two-way radios to send drivers to pick up passengers that call the company dispatcher.

The fare may be charged by the time a trip takes or by the distance travelled. A taximeter keeps track of the fare. The driver has to be able to make change quickly and correctly.

Drivers keep careful records of all trips made. They record the address where each passenger was picked up. They record the distance travelled and the address where each passenger was left. They record the amount collected for each fare.

Driving in city traffic all day can be very tiring. *TAXI DRIVERS* are often busiest when the weather is bad since more people will call taxis then instead of waiting for a bus. They also have other problems such as customers who are drunk or who can't pay the fare. Some passengers may offer a big tip to get someplace faster than the law allows. A *TAXI DRIVER* has to remember that too many traffic tickets can put a driver out of work.

If You Want To Be A Taxi Driver

.You should enjoy meeting people.

.You should have quick reflexes.

.You should have a good memory.

.You must have a lot of patience (a good sense of humor also helps).

.You should have good hearing and eyesight.

.You should be a good driver.

To Prepare Yourself Now...

.A high school educaiton may not make you a better *TAXI DRIVER* but some companies won't hire a driver without one.

.High school courses that can help you are: automobile mechanics and driver education.

Special Entry Requirements

.You must have a chauffeur's license to drive a taxi.

Remember!

.A poor driving record or a record of criminal offenses can keep you from getting a job as a taxi driver.

.Some drivers earn almost as much from tips as they earn from their regular salary.

.Cities often have special traffic regulations for taxis.

.Some taxi companies provide work uniforms.

.Taxi drivers in large cities usually earn more than those in smaller towns.

A Look Ahead...

Rising bus fares and trouble finding places to park in the city have increased business for taxi companies. Many drivers decide they don't like the work after a short time, so there is a big "turnover". Experienced drivers may go in business for themselves either by buying their own taxi or by renting one from a taxi company.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.
TAXI DRIVERS are usually paid a percentage of the fares collected.

Hours

Since their salary depends a lot on the number of passengers carried, many taxi drivers work as long as they can every day. Evenings, weekends, and holidays are often the busiest times.

For More Information Write To:

.International Taxical Association
222 Wisconsin Avenue
Lake Forest, Illinois 60045

More View Jobs To Think About

TITLE	VIEW CARD #
Ambulance Driver	10
Bus Driver	40
Driver, Racing Car	88
Truck Driver, Local	286
Truck Driver, Long Haul	287

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

Teacher - College

D.O.T. 090.228

COLLEGE TEACHERS or faculty members guide students' studies in colleges and universities.

C² = A² + B²
V/C = ΔT/T
E = mc²
HERSTANG

Now let's see .... where did I leave my car?

What's It Like To Be A College Teacher?

D.O.T 090.228

COLLEGE TEACHERS work in classrooms, offices, and laboratories. Many teachers work for public colleges and universities. Many also work for private schools.

COLLEGE TEACHERS have many duties. They must keep attendance records, grade papers, and plan courses. They may help their students plan schedules and choose courses to study. *COLLEGE TEACHERS* may also have to write books or publish articles in magazines to get promotions. Of course, one of the biggest jobs is teaching.

COLLEGE TEACHERS must have great knowledge of their subjects. They also must be able to help other people understand the subjects. Making other people understand something may take a lot more than just telling about it or making them memorize it. *COLLEGE TEACHERS* usually spend only 9 to 15 hours in a classroom each week. They may spend twice as much time getting ready for classes.

A modern classroom may be a very comfortable place to work. Many classrooms are air-conditioned, quiet, and well lighted. *COLLEGE TEACHERS* may spend more time in offices than in classrooms. Sometimes an office is just as modern and comfortable as a classroom. Sometimes offices are in the oldest buildings on the campus. They may be drafty and cold in the winter and too warm in the summer. Many *COLLEGE TEACHERS* share their offices with other teachers.

COLLEGE TEACHERS never stop studying and learning. A *COLLEGE TEACHER'S* title and pay depends partly on how much college work the teacher has done. One who has a bachelor's degree (4 years of college) may be an instructor. One with a master's degree (1-2 more years of college) may be an assistant professor or an associate professor. A *COLLEGE TEACHER* with a doctorate (1-2 more years after the master's degree) is usually an associate professor or a professor. Most colleges and universities require several years of experience and publication of books or articles for promotion from associate professor to professor.

If You Want To Be A College Teacher

- You should like to work with other people.
- You should be good at organizing your work.
- You should be able to explain things to other people easily.
- You should enjoy studying.
- You should write and speak well.
- You should like to work indoors.

To Prepare Yourself Now...

- You should ask your counselor to help you plan a schedule of high school courses that will prepare you for college study.
- You should plan on studying at least long enough to get a master's degree.

Remember!

- *COLLEGE TEACHERS* may only work for about 9 months each year.
- Most colleges offer paid vacations, holidays, retirement plans and sick leave.
- Qualified *COLLEGE TEACHERS* can usually find work wherever they want to live.
- *COLLEGE TEACHERS* may have many clerical duties in addition to teaching.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 1700 more *COLLEGE TEACHERS* during the next 5 years (1972-76). *COLLEGE TEACHERS* usually start out as instructors and advance to assistant professor, associate professor, and professor. An experienced professor may become an assistant dean, dean, or even vice-president or president of a university.

Salary

Starting Pay Range: (for 9 months/yr)
Instructor: $9,200 to $9,600/yr
Assistant Professor: $11,700 to $12,700/yr
Associate Professor: $12,600 to $15,100/yr
Professor: $14,100 to $19,600/yr

Hours

COLLEGE TEACHERS usually spend only 9 to 15 hours in a classroom each week.
They may spend twice as much time getting ready for classes.

For More Information Write To:

- U. S. Department of Health, Education, and Welfare
  Office of Education
  Washington, D. C. 20202
- National Education Association
  1201 16th Street, NW
  Washington, D. C. 20036

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Mathematician	161
Teacher, Elementary	270
Teacher, Physical Education	271
Teacher's Aide	272
Teacher, Secondary	273
Teacher, Special Education	274

State Department of Education
Office of Vocational Education
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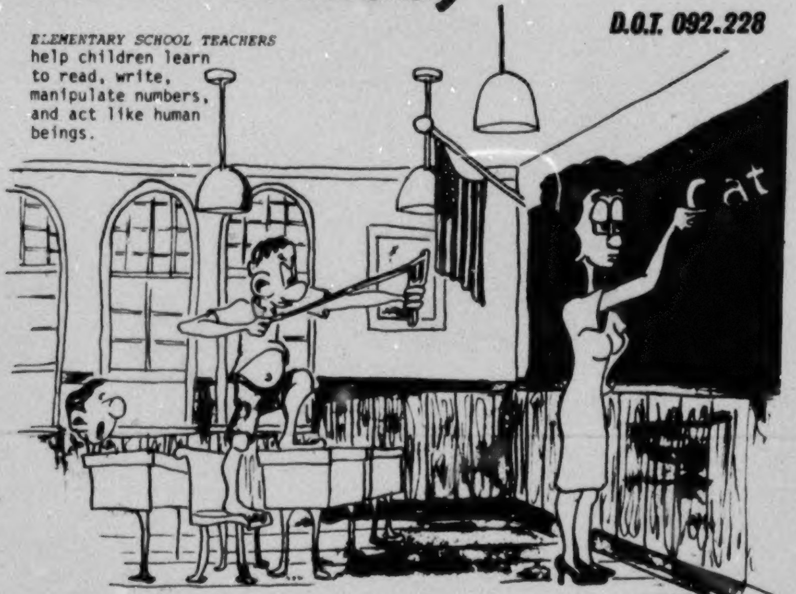
VIEW

VITAL INFORMATION for EDUCATION and WORK

Teacher - Elementary

D.O.T. 092.228

ELEMENTARY SCHOOL TEACHERS help children learn to read, write, manipulate numbers, and act like human beings.



Tomorrow's geography test on South America will include the principle rivers, sit down Johnny, national boundaries, I said, "sit down!", mountain ranges, NOW Johnny, and capitol cities.

What's It Like To Be An Elementary School Teacher? D.O.T 092.228

ELEMENTARY SCHOOL TEACHERS work indoors most of the time. They may teach grades one through eight. In most schools, they only teach grades one through six.

Most *ELEMENTARY SCHOOL TEACHERS* teach one group of 20 to 30 students. They teach several subjects. They may also take the class to lunch and recess. *ELEMENTARY TEACHERS* must teach many things other than regular classroom work. They must teach some of the same things parents try to teach their children.

An *ELEMENTARY TEACHER* has to fill out many forms and records. Absences must be marked in the roll book. Grades must be recorded. Forms are also used to check out films, records, and books from the library. Many schools require a written lesson plan for each day.

Teachers spend a lot of time in meetings. They have staff meetings with the principal and other teachers. They go to meetings of the local Parent Teacher Association. They may also attend meetings of other teacher organizations. *ELEMENTARY TEACHERS* often meet with students' parents to discuss problems their children may be having.

When the school day ends, the *ELEMENTARY TEACHER'S* workday doesn't. Homework and test papers must be read, corrected, and graded. The lesson plans must be prepared for the next day. The teacher may have to get some of the materials for the next day's work from the supply room or library.

If You Want To Be A School Teacher

.You should like to work with children.
.You should be good at explaining things to children.
.You should do well in most academic subjects.
.You should be able to sit or stand for a long time.
.You should pay close attention to details.
.You should stay calm in emergencies.
.You should not be easily upset emotionally.
.An interest in art and music is helpful.

To Prepare Yourself Now...

.You should finish high school with plans to attend a college or university.

.High school courses that will help you are: English, social studies, music, art, mathematics, science, physical education and any other courses recommended by your counselor to prepare you for entrance to a college or university.

.Bachelor's degree (4 years of college)

.Satisfactory scores on the Composite National Teacher Examinations.

.Passing grades in selected education courses in college.

.Satisfactory performance in student teaching.

Remember!

.Many *ELEMENTARY TEACHERS* take another job or go back to college during the summer.
.Most *ELEMENTARY TEACHERS* get group rates on life and health insurance.
.Teachers may also get paid holidays, sick leave, and retirement income.
.Some parents simply refuse to cooperate with teachers in correcting students' problems.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 3750 *ELEMENTARY TEACHERS* during the next 5 years (through 1976). With experience and additional training, *ELEMENTARY TEACHERS* may be promoted to many different administrative positions.

Salary

Starting Pay: $6,065/yr (10 months)
with Bachelor's Degree (4 years of college)
Pay may be supplemented in some school districts.

Hours

Most *ELEMENTARY TEACHERS* only work in the classroom about 30 hours per week. They may work many more hours at home preparing for classes and grading papers.

For More Information Write To:

.National Education Association of the U. S.
1201 16th Street, N.W.
Washington, D. C. 20036

.U. S. Department of Health, Education, and Welfare
Office of Education
Washington, D. C. 20202

More View Jobs To Think About

TITLE	VIEW CARD #
Mathematician	161
Teacher, College	269
Teacher, Physical Education	271
Teacher's Aide	272
Teacher, Secondary	273
Teacher, Special Education	274

State Department of Education
Office of Vocational Education
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Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

TEACHER, PHYSICAL EDUCATION

D.O.T. 153 228

Here's the bat, coach....

are we going to play "tag"?

2

What's It Like To Be A Physical Education Teacher

D.O.T 153 228

PHYSICAL EDUCATION TEACHERS usually work outdoors or in a gymnasium. They rarely work outdoors in bad weather. Most work in high schools.

The biggest difference in coaching and teaching is in the average abilities of the students. *PHYSICAL EDUCATION TEACHERS* cannot "screen out" the students with low athletic skills. They are also more concerned with general physical fitness than with skills in particular sports.

PHYSICAL EDUCATION TEACHERS must know what exercises will improve strength, endurance, or agility. They may conduct an exercise program suited to the average students in the class. They may divide the class into small groups and teach exercises best suited to each.

PHYSICAL EDUCATION TEACHERS also teach many sports. They do not usually teach any contact sports because of the differences in strength, size, and athletic skills in a typical class. They do teach such sports as volleyball, basketball, track and field events, baseball, and gymnastics. They must know the rules of each game. They must be able to demonstrate the skills involved. They must act as referees while the students are competing.

If You Want To Be A P.E. Teacher

.You should enjoy many sports activities.

.You should like to work with children.

.You should be sensitive to the special needs and abilities of individuals.

.You should be calm in emergencies.

.You should have a good memory.

To Prepare Yourself Now...

- .You should finish high school with plans to attend a college or university.
- .High school courses that will help you are those recommended by your guidance counselor to prepare you to enter a college or university.
- .Participation in high school sports is good preparation.

Special Entry Requirements

- .Bachelor's Degree (4 years of college).
- .Satisfactory scores on the Composite National Teacher Examinations.
- .Passing grades in selected education courses in college.
- .Satisfactory performance in student teaching.

Remember!

- .Many physical education teachers also coach at least one athletic team.
- .Most physical education teachers take other jobs or go back to school during the summer months.
- .Teachers get group rates on life and health insruance, paid holidays, sick leave, and retirement income.

A Look Ahead...

The South Carolina Employment Security Commission expects no demand for *PHYSICAL EDUCATION TEACHERS* in this state during the next four years. Persons qualified as *PHYSICAL EDUCATION TEACHERS* may also find work as coaches, however.

Salary

. Starting Pay: $6,065/year (10 months) with Bachelor's Degree (4 years of college).

Pay may be supplemented in some school districts.

Hours

PHYSICAL EDUCATION TEACHERS work regular school hours (about 30 hours/week) and may work from 12 to 20 hours extra part of the year coaching a particular sport.

For More Information Write To:

.National Education Association of the U. S.
1201 16th Street, N.W.
Washington, D. C. 20036

.U. S. Department of Health, Education, and Welfare
Office of Education
Washington, D. C. 20202

More View Jobs To Think About

TITLE	VIEW CARD #
Mathematician	163
Teacher, College	269
Teacher, Elementary	270
Teacher's Aide	272
Teacher, Secondary	273
Teacher, Special Education	274

State Department of Education
Office of Vocational Education
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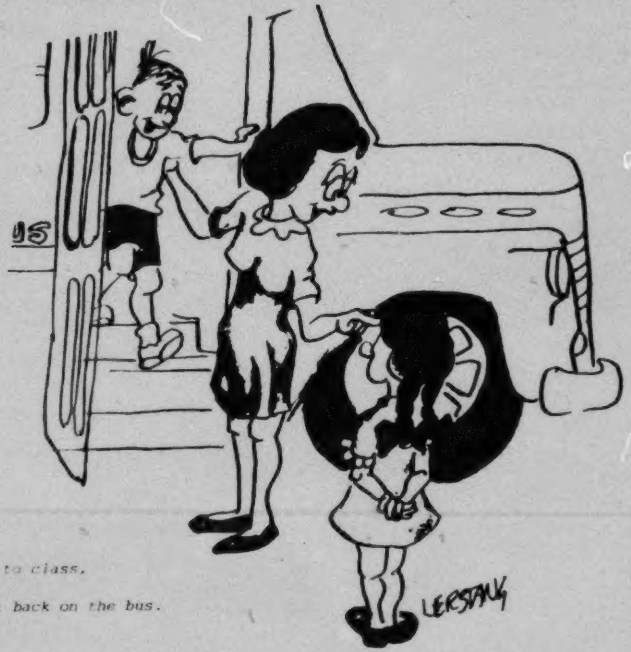
VIEW

VITAL INFORMATION for EDUCATION and WORK

TEACHER'S AIDE

D.O.T. 099 368



After you go to class,

then you can get back on the bus.

2

What's It Like To Be A TEACHER'S AIDE

D.O.T 099 368

There are many routine jobs to be done in classrooms. Some of those jobs can take up more time than teaching. *TEACHER'S AIDES* are doing most of these routine jobs in many schools. They give teachers more time to teach.

Some of the work is like that of an office clerk. Reports must be made for attendance and lunch money collections. Tests must be typed and duplicated. Test scores must be recorded. Classroom materials must be filed neatly.

Some *TEACHER'S AIDES* help in classroom instruction. They may help slow students catch up with the rest of the class. They may prepare materials for scientific experiments.

TEACHER'S AIDES often operate movie or slide projectors for the teacher. They check the materials out of the library or storeroom. They also repack the materials and turn them in after class.

Some of the work improves the welfare of the student outside the classroom. *TEACHER'S AIDES* may be hall monitors between classes. They may help students get on or off school buses. They often help organize games on the playground.

The main job of *TEACHER'S AIDES* is helping the teachers. They must be willing to do whatever the teacher asks. They must also do their work the way the teacher wants it done. An aide who causes problems for a teacher is worse than no help at all.

If You Want To Be A TEACHER'S AIDE

.You should like to work with children.

.You should be good at explaining things to children.

.You should do well in most academic subjects.

.You should be able to sit or stand for long periods.

.You should follow instructions well.

.You should be calm in emergencies.

.Some talent in art or music is helpful.

To Prepare Yourself Now...

.You should finish high school.

.High school courses that will help you are: English, mathematics, social studies, science, typing, business machines, and art or music.

.A summer job as a camp counselor or part-time work in a nursery can give you some experience in working with children.

Special Entry Requirements

.*TEACHER'S AIDES* who help instruct students must have at least two years of college courses. Others must be at least 18 years old and have a high school diploma or a State high school equivalency certificate.

Remember!

.*TEACHER'S AIDES* are not employed during the summer.

.Most *TEACHER'S AIDES* are women.

.A job as a *TEACHER'S AIDE* is one way to find out whether you would like teaching.

.*TEACHER'S AIDES* may be offered group insurance rates and sick leave.

.*TEACHER'S AIDES* may work in elementary schools or high schools.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for about 320 additional *TEACHER'S AIDES* during the next four years. Even more openings may be created by aides who quit to go into other jobs or to return to school.

Salary

Pay varies from district to district but averages about $15.00 per day.

Hours

TEACHERS' AIDES work during regular school hours, about 30 hours/week.

For More Information Write To:

.National Education Association of the U. S.
1201 16th Street, N.W.
Washington, D. C. 20036

.U. S. Department of Health, Education, and Welfare
Office of Education
Washington, D. C. 20202

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Mathematician	161
Teacher, College	269
Teacher, Elementary	270
Teacher, Physical Education	271
Teacher, Secondary	273
Teacher, Special Education	274

State Department of Education
Office of Vocational Education
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Security Commission

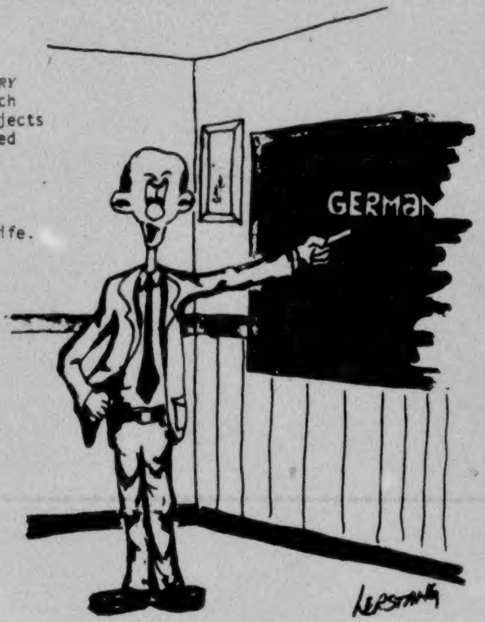
VIEW

VITAL INFORMATION for EDUCATION and WORK

TEACHER-SECONDARY

D.O.T. 091.228

SECONDARY TEACHERS teach students subjects they will need to know in business, industry, college, and day-to-day life.



.... *Und you __vill__ study, und you __vill__ like it!*

What's It Like To Be A Secondary School Teacher? D.O.T 091.228

SECONDARY SCHOOL TEACHERS work indoors most of the time. They may teach grades nine through twelve. In some schools they also teach seventh and eighth grades.

Most *SECONDARY SCHOOL TEACHERS* only teach one subject. They may teach that subject to five different classes each day. A *SECONDARY TEACHER* usually has one free period. The free period is needed to fill out absentee records and other forms. Teachers also use any spare time to grade papers and plan lessons. Some schools require a daily lesson plan to be written for each class. Other forms must be filled out to get supplies from the school stockroom. Forms are needed to check out films, records, and books from the library.

SECONDARY TEACHERS have to go to a lot of meetings. They have meetings with the principal and other teachers. They attend meetings of the local Parent Teacher Association. They may also go to meetings of other teacher organizations. A *SECONDARY TEACHER* may meet with parents of individual students to discuss a student's special problems. The school guidance counselor may take care of most students' personal problems.

High school teachers have many problems other teachers don't have. Some students are very adult at the age of 15 or 16. Some are still children when they are 17 or 18. With over 140 students in five classes, *SECONDARY TEACHERS* may have a hard time getting to know any students as well as they would like to.

If __You__ Want To Be A Secondary School Teacher

.You should like to work with young people.

.You should be able to give insturctions clearly.

.You should do well in most academic subjects.

.You should have a lot of patience.

.You should be able to sit or stand for long periods.

.You should pay close attention to details.

.You should stay calm in emergencies.

.You should not be easily upset emotionally.

.A good memory for names and faces is helpful.

A Look Ahead...

- You should finish high school with plans to attend a college or university.
- High school courses that will help you are: English, foreign language, social studies, art, music, mathematics, speech, science, physical education and any other courses recommended by your counselor to prepare you for entrance to a college or university.

Special Entry Requirement

- Bachelor's Degree (4 years of college)
- Satisfactory scores on the Composite National Teacher Examinations.
- Passing grades in selected education courses in college.
- Satisfactory performance in student teaching.

Remember!

- Many *SECONDARY TEACHERS* take other jobs or go back to college during the summer.
- Most *SECONDARY TEACHERS* get group rates on life and health insurance.
- Teachers may also get paid holidays, sick leave, and retirement income.
- Some parents refuse to help teachers correct problems with students.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 2400 *SECONDARY TEACHERS* during the next 5 years (through 1976). With experience and additional training, *SECONDARY TEACHERS* may be promoted to many different administrative positions.

Salary

Starting Pay: $6065/yr (10 months) with Bachelor's Degree (4 years of college)
Pay may be supplemented in some school districts.

Hours

Most *SECONDARY TEACHERS* only work about 30 hours per week in the classroom. They may work many more hours at home preparing for classes and grading papers.

For More Information Write To:

- National Education Association of the U. S.
  1201 16th Street, N.W.
  Washington, D. C. 20036
- U. S. Department of Health, Education, and Welfare
  Office of Education
  Washington, D. C. 20202

More View Jobs To Think About

TITLE	VIEW CARD #
Mathematician	161
Teacher, College	269
Teacher, Elementary	270
Teacher, Physical Education	271
Teacher's Aide	272
Teacher, Special Education	271

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

TEACHER, SPECIAL EDUCATION

D.O.T. 094 228

I think he's ready for a regular classroom... but I'm not sure they're ready for him.

2

What's It Like To Be A Special Education Teacher D.O.T 094 228

SPECIAL EDUCATION TEACHERS work with retarded and other handicapped students. They usually work with elementary and high school age groups.

Tests are given to find out what each student's abilities are. The teacher then plans class activities that give special attention to each students' problems. The classes are usually smaller than those in regular classrooms. When the classes are large a team of teachers works together. They may divide the class into small groups for many activities.

Handicapped students need more encouragement than normal students. Even little steps in the right direction must be praised. However, the teacher must be careful not to demand too little.

Special education teachers often plan many more "lessons" for each class than other teachers would need. Retarded children have trouble paying attention for very long. To keep them from getting bored the teacher may use several short activities during the day to teach the same thing. The repetition of the same basic idea also helps the students remember what they learn.

The teacher must be careful not to give the handicapped student more of a challenge than he or she can handle. Each success helps the student try harder on the next task. Too many failures may cause the child to give up too quickly.

The methods used in special education are very much the same as those used in normal classrooms. The biggest differences are the shorter, simpler activities and the constant, close attention of the teacher.

If You Want To Be A Special Education Teacher

.You should enjoy working with young children.

.You should have a lot of patience.

.You should not be discouraged easily.

.You should be very sensitive to the needs of others.

.You should work well as a member of a team.

.You should be very good at explaining things clearly and simply.

.You should have a good imagination.

To Prepare Yourself Now...

.You should finish high school with plans to attend a college or university.

.High school courses that will help you are those recommended by your guidance counselor to prepare you to enter a college or university.

Special Entry Requirements

.Bachelor's degree (4 years of college).

.Satisfactory scores on the Composite National Teacher Examinations.

.Passing grades in selected education courses in college.

.Satisfactory performance in student teaching.

Remember!

.Some special schools operate all year round.

.Most employers offer group rates on life and health insurance, paid holidays, sick leave, paid vacations, and retirement plans.

.Parents of handicapped children may create more problems than the children do.

.Many school systems hire special education teachers to help slow learners in regular classrooms.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for over 200 *SPECIAL EDUCATION TEACHERS* during the next four years. Jobs may be found in public and private schools, hospitals, and clinics.

Salary

Starting Pay: $6,065/year (10 months) with bachelor's degree (4 years of college).
Pay may be supplemented in some school districts.

Hours

Most *SPECIAL EDUCATION TEACHERS* only work from 25 to 30 hours/week in the classroom. They may spend even more time outside the classroom preparing materials and making lesson plans.

For More Information Write To:

.National Education Association of the U. S.
1201 16th Street, N.W.
Washington, D. C. 20036

.U. S. Department of Health, Education, and Welfare
Office of Education
Washington, D. C. 20202

More View Jobs To Think About

TITLE	VIEW CARD #
Mathematician	161
Teacher, College	269
Teacher, Elementary	270
Teacher, Physical Education	271
Teacher's Aide	272
Teacher, Secondary	273

State Department of Education
Office of Vocational Education
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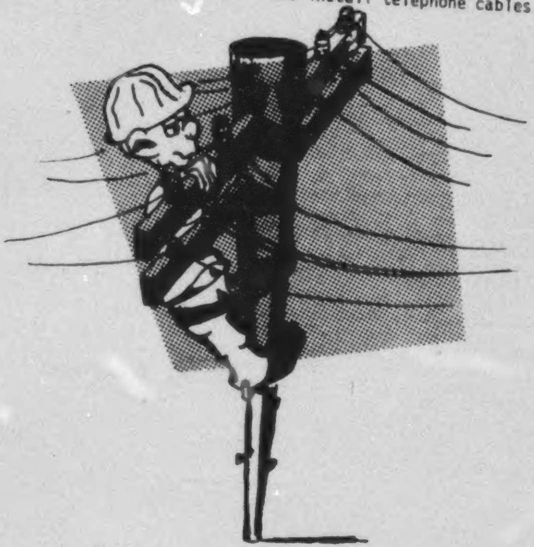
VIEW

VITAL INFORMATION for EDUCATION and WORK

Telephone Lineman

D.O.T. 822 381

TELEPHONE LINEMEN repair and install telephone cables.



I've been up here for two days and I *__still__* *can't find a telephone!*

2

What's It Like To Be A Telephone Lineman?

D.O.T 822.381

TELEPHONE LINEMEN work outside. They repair telephone cables. They also install new cables. Linemen often work with other employees called cable splicers.

TELEPHONE LINEMEN do part of their work on telephone poles. They may strap spikes called climbers to their ankles to climb poles. Many poles have metal rods driven into them to use as steps. Linemen must wear safety belts when climbing poles. Sometimes a piece of equipment called a cherry picker is used to lift linemen to the top of a pole. A cherry picker is like a large basket on the end of a telescoping pole. It is usually mounted on a truck. *TELEPHONE LINEMEN* also work underground. They put many lines under city streets. *TELEPHONE LINEMEN* must climb down manholes to get to underground cables in cities.

A *TELEPHONE LINEMEN* may have to work in bad weather. Ice and strong winds break many telephone lines. Linemen must work to restore service as quickly as possible. Speical tents give some weather protection to linemen working on poles. Portable heating and air conditioning units make underground cable vaults more comfortable. Telephone lines are low voltage. They are often near higher voltage power lines, however. *TELEPHONE LINEMEN* avoid accidents by following strict safety regulations.

If You Want To Be A Telephone Lineman

.You should prefer to work outdoors.

.You should not mind working in all kinds of weather.

.You should like to work with other people as a member of a team.

.You should work well with your hands.

.You should be strong enough to lift about 50 pounds.

.You should not be afraid of high places.

.You should not mind working in close, dark places.

.You should follow written and spoken instructions well.

.You should have good hearing and eyesight (glasses and hearing aids are OK).

To Prepare Yourself Now...

. You should finish high school.

.High school courses that will help you are: Physics and mathematics.

.You should take high school vocational courses in electricity and blueprint reading at an Area Vocational Center.

Remember!

.*TELEPHONE LINEMEN* get regular pay raises based on length of service.

.*TELEPHONE LINEMEN* get paid vacations and holidays.

.Most employers offer pension plans, group rates on insurance and profit sharing plans.

.*TELEPHONE LINEMEN* don't have to buy tools unless they lose them.

.Most *TELEPHONE LINEMEN* belong to labor unions.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 300 *TELEPHONE LINEMEN* during the next five years (through 1976). Promotions are made on the basis of seniority and ability in most telephone companies. *TELEPHONE LINEMEN* may be promoted to other crafts within the telephone company or to management positions.

Salary

Starting Pay Range: $2.86 to $3.05/hr

Hours

Most *TELEPHONE LINEMEN* work days, 40 hrs/wk. Some weekend and evening work may be necessary, espeically in emergencies.

For More Information Write To:

.Communications Workers of America
1925 K Street, NW
Washington, D. C. 20006

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Lineman	151

State Department of Education
Office of Vocational Education
Research Coordinating
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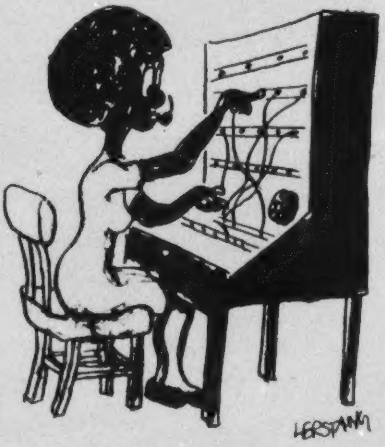
Security Commission

Vital Information for Education and Work

Telephone Operator

D.O.T. 235 862

TELEPHONE OPERATORS help callers get together with "callees".



Have I reached the party to whom I am speaking?

What's It Like To Be a Telephone Operator

D.O.T 235 862

A *TELEPHONE OPERATOR* works indoors. *TELEPHONE OPERATORS* sit on a stool in front of a switchboard. When someone calls, a white light signals the *OPERATORS*. They answer the calls and plug cords into the correct sockets to make the connections. When the caller hangs up a red light signals an *OPERATOR* to disconnect the line.

TELEPHONE OPERATORS may work for small companies or for hotels. They may take messages for guests or businessmen in a building. In small businesses they may also be receptionists.

Many *TELEPHONE OPERATORS* work for the telephone company as central office operators. A central office operator helps people make some long distance calls. They give information and help people make emergency calls for police or fire departments.

TELEPHONE OPERATORS work sitting down. The work is always the same and after awhile the motions become almost automatic. Even a tired *TELEPHONE OPERATOR* must be pleasant and courteous to callers. A *TELEPHONE OPERATOR* who isn't friendly, accurate, and helpful could give a business customer a bad impression.

If You Want To Be a Telephone Operator

.You should not mind sitting for long periods.

.You should have a clear, pleasant voice.

.You should be patient, courteous, and tactful.

.You must have quick reflexes and good hearing.

.You should have normal eyesight (glasses are OK) and good color vision.

.You should be at least 5 feet tall.

.You should be able to work accurately under pressure.

To Prepare Yourself Now...

.You should complete your high school education.

.High school courses that will help you are: English, speech, office practices, business arithmetic, and typing.

Remember!

.The telephone companies offer the most complete on-the-job training for *TELEPHONE OPERATORS*.

.A telephone company will not hire anyone with a criminal record.

.Most employers give aptitude tests to select *TELEPHONE OPERATORS*.

.Most employers offer paid vacations and holidays, health insurance, and retirement plans.

A Look Ahead...

There is a steady demand for about 100 new *TELEPHONE OPERATORS* a year in South Carolina. The best opportunities for promotions are in telephone company jobs. Qualified *CENTRAL OFFICE OPERATORS* are promoted to service assistant, assistant chief operator, or chief operator.

Salary

Starting Pay Range: $2.31 to $2.47/hr.

Hours

TELEPHONE OPERATORS work 40 hrs/wk. They may work any 5 days of the week on any shift.

For More Information Write To:

.Communication Workers of America
1925 K Street, NW
Washington, D. C. 20006

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Receptionist	226

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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VIEW

VITAL INFORMATION for EDUCATION and WORK

TELEPHONE REPAIRMAN D.O.T. 822.281

TELEPHONE REPAIRMEN keep telephones working right in homes, businesses, and telephone booths.

Hey Joe! It's for you.

2

What's It Like To Be A Telephone Repairman?

D.O.T 822.281

TELEPHONE REPAIRMEN work indoors and outdoors. They work as part of a team to keep telephones working right.

When a telephone is reported out of service, a trouble report is written at the central office where that particular telephone line is connected to switching equipment. A testboardman at the office may be able to tell exactly where the trouble is. Switchmen and framemen may check to make sure the trouble is not inside the office. When the trouble is outside, a dispatcher sends a repairman to the customer's address. The repairman can use a hand held telephone set that clips onto the telephone line to talk to workers in the office.

A repairman may replace a telephone or make adjustments. Repairmen use many kinds of handtools. They use wirecutters, screwdrivers, wrenches, and pliers. They also use electrical testing equipment. They usually drive trucks loaded with repair tools and spare equipment.

TELEPHONE REPAIRMEN work in all kinds of weather. Sometimes they have to climb telephone poles. They may also have to crawl through attics or under houses to check wiring. They usually work alone. Repairmen do have more contact with customers than many telephone company employees. They may also install new equipment and be called installer - repairmen.

If You Want To Be A Telephone Repairman

.You should like to work outdoors.

.You should not mind working alone.

.You should not be afraid of high places.

.You should not mind working in dark, close places.

.You should pay close attention to details.

.You should enjoy working with your hands.

.You should be neat in appearance.

.You should be patient and pleasant in dealing with other people.

To Prepare Yourself Now...

.You should finish high school.

.High school courses that may help you are: physics, mathematics, and driver education.

.You should also take high school vocational courses in electricity or electronics at an area vocational center.

Remember!

.*TELEPHONE REPAIRMEN* get regular pay raises based on length of service.

.*TELEPHONE REPAIRMEN* get paid vacations and holidays.

.Most employers offer pension plans, group rates on insurance and profit sharing plans.

.Repairmen only have to buy the tools they lose.

.Most *TELEPHONE REPAIRMEN* belong to labor unions.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 350 *TELEPHONE REPAIRMEN* during the next 5 years (through 1976). Promotions are made on the basis of seniority and ability in most telephone companies. *TELEPHONE REPAIRMEN* may be promoted to other crafts within the telephone company or to management positions.

Salary

Starting Pay Range: $2.86 to $3.05/hr

Hours

Most *TELEPHONE REPAIRMEN* work days, 40 hrs/wk. Some weekend and evening work may be necessary, especially during emergencies.

For More Information Write To:

.Communication Workers of America
1925 K Street, NW
Washington, D. C. 20006

More View Jobs To Think About

TITLE	VIEW CARD #
Appliance Serviceman	13
Radio & Television Serviceman	223
Sewing Machine Repairman	244
Small Appliance Repairman	251

State Department of Education
Office of Vocational Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

TELEPHONE SERVICE REPRESENTATIVE

D.O.T. 249 368

A *TELEPHONE SERVICE REPRESENTATIVE* answers customers' questions, sells telephone services, and handles complaints for the telephone company.

But, sir! Somebody must have made those calls to Hong Kong.

2

What's It Like To Be A TELEPHONE SERVICE REPRESENTATIVE

D.O.T 249 368

TELEPHONE SERVICE REPRESENTATIVES work indoors. They work for telephone companies. When customers call to complain about bills or problems with telephone equipment the *SERVICE REPRESENTATIVES* try to have the problem corrected to satisfy the customer. They recommend equipment and sell new services to customers. They also answer questions the customers may have about equipment, service, or bills.

TELEPHONE SERVICE REPRESENTATIVES have some clerical jobs to do. They prepare records needed to connect, disconnect, or change a customer's telephone service. They record payments, copy records, and file correspondence.

A telephone company office is usually a very comfortable place to work. The offices are usually air-conditioned in the summer and well heated in the winter. The pleasant, clean surroundings help a *TELEPHONE SERVICE REPRESENTATIVE* stay calm and courteous when angry customers call to complain.

If You Want To Be A TELEPHONE SERVICE REPRESENTATIVE

.You should have a lot of patience.

.You should have a clear, pleasant voice.

.You should get along well with other people.

.You should have normal vision (glasses are OK) and normal hearing (a hearing aid is OK, too).

.You should be willing to accept responsibility.

.You should be good at persuading others to accept your ideas.

.You should not be easily upset by angry people.

To Prepare Yourself Now...

.You will have to be a high school graduate to get a job as a *TELEPHONE SERVICE REPRESENTATIVE*.

.You will also need at least one year of college training or technical education.

.High school courses that will help you are: English, speech, social studies, mathematics, typing, shorthand, and bookkeeping.

.You should consider a course in secretarial science at a technical education center.

.Junior college and college courses that will help you are: psychology, English, speech, drama, and mathematics.

Remember!

.Many *TELEPHONE SERVICE REPRESENTATIVES* start out in lower paying clerical jobs with telephone companies.

.On-the-job training lasts several weeks.

.You must be at least 18 years of age to get a job as a *TELEPHONE SERVICE REPRESENTATIVE*.

.Most *TELEPHONE SERVICE REPRESENTATIVES* are women.

.*TELEPHONE SERVICE REPRESENTATIVES* are usually offered paid vacations and holidays, profit sharing plan, life and accident insurance, health and hospitalization insurance, pension plans, and travel reservation service.

A Look Ahead...

There is a steady demand for *TELEPHONE SERVICE REPRESENTATIVES* in South Carolina's major cities and towns. Qualified *TELEPHONE SERVICE REPRESENTATIVES* may be promoted to office supervisors or service observers.

Salary

Starting Pay Range: $2.49 to $2.65/hr.

Hours

Most *TELEPHONE SERVICE REPRESENTATIVES* work days, 37½ hrs/wk.

For More Information Write To:

.Communication Workers of America
1925 K Street, NW
Washington, D. C. 20006

.United States Independent Telephone Association
438 Pennsylvania Building
Washington, D. C. 20004

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Adjustment Clerk	3
Bill Collector	31

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card: Army (Card #16)

State Department of Education
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Vital Information for Education and Work

TOOL and DIE MAKER

D.O.T. 601.280

TOOL AND DIE MAKERS build and repair the tools and machines used to make other tools and machines.

Hmmm ..... According to these plans
you can't build a high speed frammis cutter
without a high speed frammis cutter!

What's It Like To Be A Tool and Die Maker?

D.O.T 601.280

TOOL AND DIE MAKERS work in machine shops. They build and repair the machines used to make metal parts. They must know how to set up many kinds of metalworking machines. They must be experts at operating the machines.

TOOL AND DIE MAKERS may work from detailed blueprints. They may have sketches or models of the parts needed. Sometimes they just have a description of how the finished machine should work. They must figure out the exact size and shape of each part. They also plan how to lay out the design on metal stock.

TOOL AND DIE MAKERS measure and mark designs on metal stock. They use lathes, grinders, milling machines, and shapers to machine and finish the parts. They also may do a lot of hand work to make small corrections. Some parts must fit as closely as one ten-thousandth of an inch. Micrometers, gages, and dial indicators are used to make precise measurements.

The finished parts must be lifted into place for assembly. A hoist may be used to lift very heavy parts. Vises, v-blocks, and angle plates hold parts in place. Hammers, wrenches, and other hand tools are used to put the machinery together with bolts or dowel pins. *TOOL AND DIE MAKERS* may also connect wiring or hydraulic lines.

Besides making new tools, *TOOL AND DIE MAKERS* also repair old ones. Almost every job is different in some way. Experienced *TOOL AND DIE MAKERS* may invent new ways of doing some kinds of work. They also set their own work pace. As long as the job is done safely and accurately no one is likely to criticize a good *TOOL AND DIE MAKER*. Of course, a beginner gets a lot of close supervision.

A *TOOL AND DIE MAKER'S* work area is usually well-lighted. It may be noisy and dirty at times. The work area in a small shop is usually quieter and cleaner than in a large one. Most of the dirt comes from the uncut metal stock. Cooling and lubricating fluid may splatter some during machining. They wear goggles to protect their eyes from metal chips.

If You Want To Be A Tool and Die Maker

.You should prefer to work indoors.
.You should like to do very precise work with your hands.
.You should not mind working alone (there are usually other people nearby doing the same kind of work).
.You should not mind some dirt and grease in your work area.
.You should not be bothered by loud noises.
.You should be able to imagine a finished product from a drawing.
.You should like to work with machinery.
.You should be able to lift up to 50 pounds.
.You should have good eyesight. (glasses are okay)
.You should be able to work standing up.
.You should follow instructions well.
.You should like doing many different things in your job.

To Prepare Yourself Now...

- You will need a high school diploma to qualify for training as an apprentice *TOOL & DIE MAKER*.
- High school courses that will help you are: physics, chemistry, mathematics (algebra, geometry, trigonometry), and mechanical drawing.
- You should try to take vocational courses in machine shop, blueprint reading, and electronics at an area vocational center or technical education center.
- You should discuss your plans with your vocational counselor and a representative of a local Joint Apprenticeship Committee.

Remember!

- It will probably take several years of experience even after completing an apprenticeship to become an expert *TOOL & DIE MAKER*.
- Most employers offer paid holidays and paid vacations.
- More than half of the machine shops in South Carolina pay for their employees' life, accident and hospitalization insurance.
- Some companies pay Christmas bonuses and give educational assistance for technical courses.
- Many companies pay for funeral leave, jury duty, and military service training.
- Some companies offer employee discounts on purchases, free work uniforms and uniform laundry.
- Many companies have pensions, profit sharing, and other investment or retirement plans.
- Many *TOOL AND DIE MAKERS* belong to labor unions.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 200 *TOOL AND DIE MAKERS* during the next 5 years (through 1976). Experienced *TOOL AND DIE MAKERS* may become designers, inspectors, or foremen. Some *TOOL AND DIE MAKERS* open their own machine shops.

Salary

Pay Range: (Class C) $3.24 to $3.61 per hour
(Class B) $3.36 to $4.03 per hour
(Class A) $3.86 to $4.51 per hour
State Averages

Hours

Most *TOOL AND DIE MAKERS* work days, 40 hrs/wk.

For More Information Write To:

.International Association of Machinists and Aerospace Workers
1300 Connecticut Avenue, N.W.
Washington, D. C. 20036

.International Union, United Automobile, Aerospace and
Agricultural Implement Workers of America
8000 East Jefferson Avenue
Detroit, Michigan 48214

Also

The best way to become a *TOOL AND DIE MAKER* is through an apprenticeship. You should read the VIEW card titled Machinist Apprentice, card # 114

More View Jobs To Think About

TITLE	VIEW CARD #
Machinist	154
Set-up Man	242
Tool Grinder Operator	280

State Department of Education
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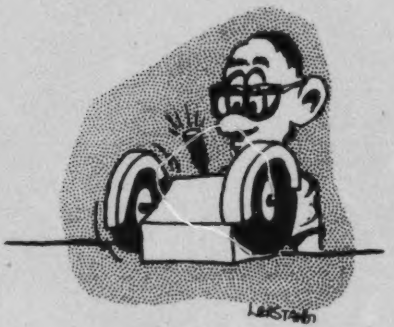
VIEW

VITAL INFORMATION for EDUCATION and WORK

Tool Grinder Operator D.O.T. 603 280

TOOL GRINDER OPERATORS keep machine tools sharp.



This could be a pointless endeavor.

2

What's It Like To Be A TOOL GRINDER OPERATOR? D.O.T 603.280

TOOL GRINDER OPERATORS work in machine shops. They sharpen tools used to cut metal. *TOOL GRINDER OPERATORS* may have to walk around a lot on the job. They do some work sitting down.

Cutting tools have many different sizes and shapes. Some have only one edge. Others have more. Some cutting tools are made of harder metal than others. A *TOOL GRINDER OPERATOR* must know what size and shape grinding wheel to use for each tool. The operator must also select the right grade of abrasive. The grade of abrasive needed depends on how hard the tool is. It also depends on how fine a finish is needed.

TOOL GRINDER OPERATORS have to work carefully. Some tools must be sharpened to very exact measurements. The difference between a perfect tool and a useless one may be only a few ten-thousandths of an inch.

TOOL GRINDER OPERATORS use many kinds of handtools. They use wrenches to clamp tools and grinding wheels in place. They use fixed gages, micrometers, calipers, and other measuring insturments. They may also use soldering irons to put special tips on some tools.

Sometimes a special tool must be ground. The *TOOL GRINDER OPERATOR* may not have any standard grinding wheel that is just right for the job. The operator must then change the shape of a standard wheel (this is called dressing the wheel).

A machine shop can be a very noisy place to work. A tool grinder isn't as noisy as many machine tools. Most modern machine shops try to keep the work areas as clean as possible. The dust from tool grinding can get pretty messy when it mixes with oils used to cool the work. Some workers dislike wearing safety goggles for long periods. The goggles are needed since a tool grinder may throw off small pieces of hot metal.

If You Want To Be A TOOL GRINDER OPERATOR

.You should prefer to work indoors.
.You should like to work with mechanical things.
.You should follow instructions well.
.You should pay close attention to details.
.You should have good eyesight and hearing.
(glasses and hearing aids are OK)
.You should work well with your hands.
.You should like to work as a member of a team.
.You should not mind working in a noisy area.

To Prepare Yourself Now...

- .You will need a high school education to qualify for training as a *TOOL GRINDER OPERATOR*.
- .High school courses that will help you are: physical science, algebra, geometry, drafting, mechanical drawing, and English.
- .You should take machine shop, blueprint reading, and shop mathematics at an Area Vocational Center or Technical Education Center.
- .You should discuss your plans with a local Joint Apprenticeship Committee.

Remember!

- .The Apprenticeship Committee will be looking for people with good academic grades as well as vocational training.
- .*TOOL GRINDER OPERATORS* must follow strict safety rules.
- .Most employers offer paid vacations and paid holidays.
- .More than half of the metalworking shops in South Carolina pay for their employees' life insurance, accident insurance, and hospitalization insurance.
- .Some companies pay Christmas bonuses and give educational assistance for technical courses.
- .Other benefits may include pay for funeral leave, jury duty, and military service training; employee discounts on purchases; free work uniform and uniform laundry; pensions, profit sharing and other investment or retirement plans.
- .Many *TOOL GRINDER OPERATORS* belong to unions.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 350 *TOOL GRINDER OPERATORS* during the next 5 years (through 1976). Promotions for *TOOL GRINDER OPERATORS* are few, simply because there aren't many similar jobs that are more highly skilled. Those with supervisory skills may become foremen or managers.

Salary

Pay Range: $3.05 to $3.41 per hour (State Average)

Hours

Most *TOOL GRINDER OPERATORS* work 40 hours per week. About half the metalworking shops in South Carolina operate on more than one shift.

For More Information Write To:

.International Association of Machinists &
Aerospace Workers
1300 Connecticut Avenue, N.W.
Washington, D. C. 20036

.International Union, United Automobile,
Aerospace & Agricultural Implement
Workers of America
8000 East Jefferson Avenue
Detroit, Michigan 48214

Also

The best way to become a *TOOL GRINDER OPERATOR* is through an apprenticeship. See the VIEW card titled machinist apprentice, card #114

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Machinist	154
Set-up Man	242
Tool & Die Maker	279

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

Tool Inspector

D.O.T. 601.284

TOOL INSPECTORS make sure that the tools used to make machine parts are made correctly so the parts they make will be made correctly, too.

You just can't put a 20 millimeter post in a 20 millimeter hole!

2

What's It Like To Be A Tool Inspector?

D.O.T 601.281

A *TOOL INSPECTOR* works in a machine shop. *TOOL INSPECTORS* measure and test new machine tools to make sure every part is exactly right. They also test machine tools that have been rebuilt. *TOOL INSPECTORS* even test the measuring tools that the machine operators use.

Machine tools cut, grind, or drill metal to make machine parts. Each part must be cut exactly right so all the parts will fit together. Many machines won't work at all if one part is just a little too loose or a little too tight.

Tool Inspectors use very fine measuring tools. They use micrometers, calipers, and many kinds of gages. They also use handtools to hold or adjust machine tools.

A *TOOL INSPECTOR* must be an expert in using many kinds of machine tools. Many *TOOL INSPECTORS* start out as machine tool operators. After several years of experience with many kinds of machine tools, the machine tool operator becomes a skilled machinist. A machinist may become a tool and die maker by taking vocational courses in layout work, blueprint reading, and shop mathematics. Even a tool and die maker may need a few more years of experience to be a good *TOOL INSPECTOR*. A faster way to learn the work is through a tool and die maker apprenticeship.

A *TOOL INSPECTOR* works sitting at a workbench or standing up. A *TOOL INSPECTOR* has to have good lighting and a clean place to work to do the best job.

If You Want To Be A Tool Inspector

- You should like to work with mechanical things.
- You should enjoy doing work that has to be exactly right.
- You should be able to lift about 50 pounds.
- You should have good eyesight (glasses are OK).
- You should work well with your hands.
- You should not mind the noise of high-speed machinery.
- You should prefer to work indoors.

To Prepare Yourself Now...

.You will need a high school education.

.High school courses that will help you are: mathematics (including trigonometry and geometry), physics, chemistry, and mechanical drawing.

.You should also take vocational courses in electronics, blue print reading, and machine shop.

Remember!

.One way to become a *TOOL INSPECTOR* is through a tool and die maker apprenticeship, but it may still take a few years of experience as a tool and die maker before you are qualified as an inspector.

.*TOOL INSPECTORS* are hardly ever "laid off," even when shop production is very low.

.Most employers offer paid vacations, holidays, retirement plans, and group insurance.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 400 *TOOL INSPECTORS* during the next 5 years (through 1976). *TOOL INSPECTORS* may become supervisors. Some *TOOL INSPECTORS* may open their own tool and die shops.

Salary

Pay Range: (Class A): $2.96 to $3.34/hr

Pay Range: (Class B): $2.59 to $2.97/hr

Hours

Most *TOOL INSPECTORS* work 35 to 40 hrs/wk. They may work on any shift.

For More Information Write To:

.International Association of Machinists and Aerospace Workers
1300 Connecticut Avenue NW
Washington, D. C. 20036

More View Jobs To Think About

TITLE	VIEW CARD #
Garment Inspector	120
Quality Technician	221

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VITAL INFORMATION for EDUCATION and WORK

TOUR GUIDE D.O.T. 353 168

NO
LERSTANG

Welcome to L.A., folks.
On your right you can see a
fine example of our yellow-
streaked photochemical smog and,
to your left, the traditional grey smog.

2

What's It Like To Be A TOUR GUIDE

D.O.T 353 168

TOUR GUIDES help sightseers see all the sights they came to see. They plan trips for tourist groups. They arrange for meals, transportation, and places to stay. They schedule sightseeing trips to give tourists a chance to see as much as possible without being too rushed.

Part of a tour guide's work may be a lot like that of a travel agent. Most tour guide services have some "standard" tours. They may also plan many special tours for groups who want to visit places that aren't on the standard tours. There are several things guides must know to plan a tour. They must know how many people are going. They must know how long the group wants to stay. They must also have some idea how much money the group is willing to spend. Trains, planes, ships, and bus lines often give discounts to touring groups. So do hotels and resort lodges.

During the trip guides help in many ways. They check to see that no one's luggage is lost. They also try to keep anyone in the group from getting lost. They may assist the group at customs inspections. They may help people exchange money for local currency.

Guides have a lot of studying to do before a group gets to its' destination. They study maps and bus schedules. They check visitors' hours for museums, parks, and other points of interest on the tour. They may also brush up their skills in the language of the area if it is different from their own. They may study guide manuals to prepare brief speeches and descriptions for each landmark.

If You Want To Be A TOUR GUIDE

.You should enjoy working both outside and inside (outside work is usually not done in bad weather).

.You should like to meet and talk with people.

.You should like to help other people make decisions.

.You should have a lot of patience.

.You should be able to stand and walk most of the day.

.You should hear well and speak clearly.

.You should be able to read a map.

.You should notice details.

.You should have a good memory.

To Prepare Yourself Now...

.You should finish high school.

.High school courses that can help you are: English, typing, business mathematics, history, foreign language, and geography.

.Any of the following part-time job experiences can be helpful: ticket agent, reservations clerk, museum or park guide.

.You should try to do some travelling yourself.

.Business courses at a college or Technical Education Center can also be valuable.

Special Entry Requirements

.On-the-job training may last up to a year.

.Tour guides usually have "home offices" in large cities.

.Tour guides must keep up with changes in currency exchange rates, international customs, and visa laws.

.Tour guides spend a lot of time reading tourist advertising.

.Most employers offer paid vacations and holidays, group insurance, and retirement plans.

.Tour guides may work for travel agencies; hotel or motel chains; airline, bus, or railroad companies; steamship lines; and resort areas.

Remember!

There is almost no demand for *TOUR GUIDES* in South Carolina. Most job openings are in the largest cities. Experienced guides may open their own travel agencies.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

When planning a tour the guide usually works days, 40 hours/week. During a tour the guide works whatever hours are necessary to get the job done well.

For More Information Write To:

.Education and Training Department
American Society of Travel Agents
360 Lexington Avenue
New York, New York 10017

State Department of Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

TRAINER, HORSE

D.O.T. 419 884

HORSE TRAINERS teach horses how to get along with people.

...and if you pay attention and work hard you might even win the "Derby" and retire at the age of three.

What's It Like To Be A HORSE TRAINER

D.O.T 419 884

HORSE TRAINERS do most of their work outdoors. Much of the work is often done in a show ring that looks like a small racetrack. Trainers may be responsible for the care and feeding of the horses. In large stables there may be stable boys to do part of the work.

The first thing a young horse must learn is not to be afraid of a person. A trainer may gain a horses's trust by moving slowly, speaking softly, and offering food. Next the horse must learn to accept a bridle. A light bridle (hackamore) with no bit is often used. A rope is attached to the hackamore. Using the lead rope the trainer teaches the horse to follow spoken commands. At first the trainer works close to the horse, walking or running with it in a circle. Later, as the horse begins to learn the commands, the trainer stands at the center of the circle holding the end of the lead rope.

The next step is teaching the horse to wear a saddle. The trainer may begin by placing a folded blanket on the horse's back. After the horse is used to the feel of the blanket, a saddle is added. Finally the trainer mounts, for short periods at first. Work with the lead rope continues while the horse is getting used to the idea of being ridden. As the trainer rides for longer periods the horse is taught to respond to the rider's movements in addition to (or instead of) spoken commands.

If You Want To Be A HORSE TRAINER

.You should have a strong liking for horses.

.You should prefer to work outside.

.You should be very patient.

.You should be gentle when working with animals.

.You should not be afraid of being bitten or kicked occassionally.

.You should be strong enough to lift and carry about 50 pounds.

To Prepare Yourself Now...

.You can certainly train horses without a high school education but many high school courses can be helpful in later advancement.

.High school courses that can help you are: biology, business mathematics, bookkeeping, and carpentry.

.You can probably find summer work at a stable while you are still in school.

.Caring for your own horse is excellent experience.

Remember!

.Horse training is not always year-round work.

.Many trainers operate their own stables to board the horses they are training.

.Rough handling can teach a horse more bad habits than good ones.

.Horse trainers may also give riding lessons.

.A trainer's best advertising is a satisfied customer.

.A trainer may also brush, feed, and water the horses.

A Look Ahead...

The present demand for *HORSE TRAINERS* is low. Horses are no longer used in this area for basic transportation and they are fairly expensive pets. Only large stables can afford to hire a full-time trainer. Experienced trainers may open their own stables where there is enough demand to support the business by boarding horses for other people.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLSIHED WHEN AVAILABLE.

Hours

TRAINERS may work from near sunrise until sundown, 5 or 6 days/week.

For More Information Write To:

.Visit local horse shows and riding stables and introduce yourself to some trainers.

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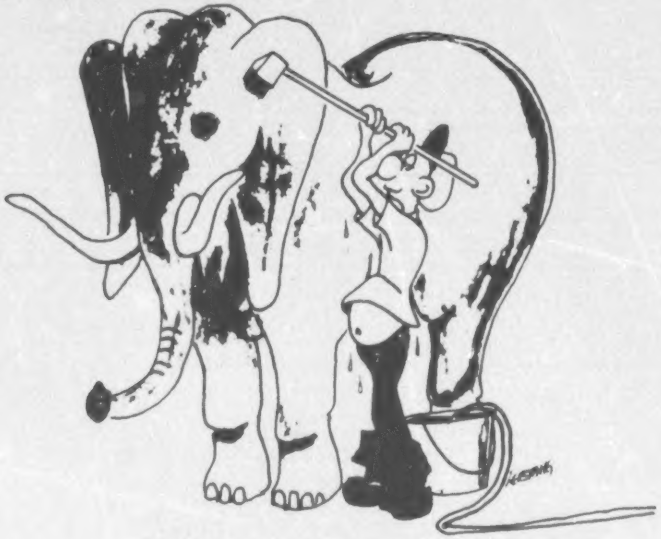
VIEW

VITAL INFORMATION for EDUCATION and WORK

Transportation Cleaner D.O.T. 919.887

TRANSPORTATION CLEANERS wash planes, trains, buses, cars, trucks and anything else people use for transportation.



Heard any good polish jokes lately?

2

What's It Like To Be A Transportation Cleaner?

D.O.T 919.887

TRANSPORTATION CLEANERS work indoors and outdoors. *TRANSPORTATION CLEANERS* work for airline companies, railroads, and bus companies. They work for people who sell cars and for people who rent cars. Many *TRANSPORTATION CLEANERS* work for car-wash garages.

TRANSPORTATION CLEANERS who work for airline companies clean airplanes inside and outside. They use detergents and hot water or steam to clean the outside of the airplane. They use ladders and long-handled brushes to reach the high places. Some airplane cleaners dust and vacuum the inside of the planes. Sometimes they use special chemicals and smoke to kill bugs and germs that might be accidentally brought here from other parts of the world.

Buses, railroad cars, and trucks are cleaned about the same way airplanes are cleaned. Cars, buses and airplanes may also be waxed and polished by the *TRANSPORTATION CLEANERS*.

TRANSPORTATION CLEANERS often work outside when the weather is nice. If the weather is bad or if automatic brushes and steam cleaners are used, the work has to be done indoors. *TRANSPORTATION CLEANERS* stay wet most of the time. They may wear raincoats and rubber boots to keep some of the water off. Some kinds of soap and detergent can make your hands sting and itch so most *TRANSPORTATION CLEANERS* wear heavy gloves to protect their hands.

A *TRANSPORTATION CLEANER* may be very warm and soaking wet one minute and very cold and still wet the next minute. Of course, some days when the weather is warm and dry, the work gets easier and there is plenty of fresh air and sunshine to enjoy.

If You Want To Be A Transportation Cleaner

- You should be strong enough to keep on doing a good job even when you are tired.
- You should not mind doing the same simple jobs over and over.
- You should like to do work that makes you use your muscles.
- You should follow instructions well.
- You should like to work outside.
- You should not mind getting wet when you work.
- You should like to work with other people.
- You should like to work with your hands.

To Prepare Yourself Now...

- You should at least finish the sixth grade.
- You should ask your counselor to help you find out what companies in your area need *TRANSPORTATION CLEANERS*.
- It would be a good idea to try a part-time job at a car wash to see if you like the work before you quit school.

Remember!

- *TRANSPORTATIONS CLEANERS* hardly ever get promotions so if you want to be one you should plan on doing the same work for a long time.
- Some employers give a *TRANSPORTATION CLEANER* a free uniform and have free uniform laundry.
- Most *TRANSPORTATION CLEANERS* have to buy their own boots and gloves.
- If you aren't a careful worker, you could get scalded by steam cleaning machines.
- Some employers offer group insurance and paid vacations or holidays.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 200 new *TRANSPORTATION CLEANERS* during the next five years (through 1976).

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *TRANSPORTATION CLEANERS* work days or evenings, 40 hrs/wk. Some jobs may require weekend work.

For More Information Write To:

.Air Transport Association of America
1000 Connecticut Avenue, NW
Washington, D. C. 20036

.Association of American Railroads
Transportation Building
Washington, D. C. 20006

More View Jobs To Think About

TITLE	VIEW CARD #
Garbage Collector	118
Street Cleaner	263

State Department of Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

TRAVEL AGENT

D.O.T. 242.368

TRAVEL AGENTS help other people with plans and arrangements for their vacations.

How about a nice quiet spot just south of Tierra del Fuego?

2

What's It Like To Be A TRAVEL AGENT ?

D.O.T 242.368

TRAVEL AGENTS work indoors. They help people plan trips. Most work for hotels and travel agencies. Others work for automobile clubs. Airlines, bus companies, and major oil companies also hire *TRAVEL AGENTS*.

TRAVEL AGENTS help tourists decide where to vacation. They also help choose the best way to travel. Whether to go by car, train, boat, plane, bus, or bicycle may depend on the money and time available. *TRAVEL AGENTS* set up motel and hotel reservations for tourists. Sometimes they arrange for meals. They may reserve tickets for sports events, concerts, or movies. Some customers know exactly what they want. The *TRAVEL AGENT* may just have to concentrate on ~~the~~ following orders exactly. Some customers have no idea what they want. They may be pleased no matter what the *TRAVEL AGENT* does. Sometimes nothing will please them.

TRAVEL AGENTS' offices may be large or small. Some are just enclosed areas in hotel lobbies. The office is nearly always very comfortable and well-lighted. They may be very busy and crowded in spring and summer. When business is good, *TRAVEL AGENTS* have many questions to answer. They must remember many details. There may be dozens of last-minute changes in plans. Even when tired, busy, or annoyed; a *TRAVEL AGENT* must be pleasant and friendly to customers.

If You Want To Be A TRAVEL AGENT

.You should prefer to work indoors.

.You should like to meet and talk with people.

.You should like to help other people make decisions.

.You should have a lot of patience.

.You should be able to sit for a long time.

.You should hear and speak well.

.You should be good at business mathematics.

.You should be able to read a map.

To Prepare Yourself Now...

- .You should finish high school.
- .High school courses that can help you are: English, typing, business mathematics, history, foreign language, and geography.
- .A part-time or summer job as a ticket agent or reservations clerk would give you some good experience.
- .You should do some travelling yourself.
- .You should consider business courses at a college or technical education center.

Remember!

- .On-the-job training may last up to one year.
- .*TRAVEL AGENTS* usually work in large cities.
- .Some *TRAVEL AGENTS* must keep up with changes in currency exchange rates, international customs, and visa laws.
- .*TRAVEL AGENTS* have to read a lot of tourist advertising.
- .Most employers offer paid vacations and holidays, group insurance, and retirement plans.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 450 hotel clerks, many of whom may fill jobs as *TRAVEL AGENTS*, during the next 5 years (through 1976). More people are taking longer vacations each year and the demand for *TRAVEL AGENTS* is expected to increase in most parts of the country. *TRAVEL AGENTS* with many years of experience may become managers or even owners of their own agencies.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Many *TRAVEL AGENTS* are paid a commission (percentage of sales) in addition to their regular salary.

Hours

Most *TRAVEL AGENTS* work days, 40 hrs/wk.
Evening and weekend work may be required during busy seasons.

For More Information Write To:

.Education and Training Department
American Society of Travel Agents
360 Lexington Avenue
New York, New York 10017

More View Jobs To Think About

TITLE	VIEW CARD #
Hotel Clerk	130

State Department of Education
Office of Vocational Education
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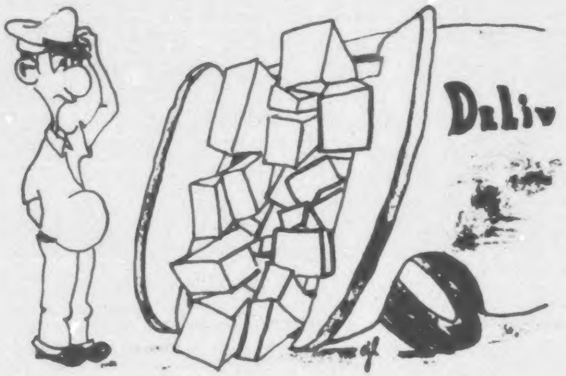
VIEW

VITAL INFORMATION for EDUCATION and WORK

TRUCK DRIVER - local

D.O.T. 906 883

A *LOCAL TRUCK DRIVER* makes pickups and deliveries in and around a city or town.



Gee! Maybe I'd better make two trips.

2

What's It Like To Be A TRUCK DRIVER (LOCAL)?

D.O.T 906.883

A *LOCAL TRUCK DRIVER* makes pickups and deliveries in and around a town or city. The *DRIVER* usually follows a strict schedule for each day's work. Sometimes a *DRIVER* is under a lot of pressure to make up for time lost in traffic jams or at busy terminals.

In addition to driving, the *LOCAL TRUCK DRIVER* may load and unload his truck. The *DRIVER* may be responsible for the way his truck is loaded whether he loads it himself or not. The items to be delivered at the first stop must be loaded last and the entire load must be properly balanced.

A *TRUCK DRIVER* may have to plan his own route. The route must be planned so that all pickups and deliveries can be made at the proper time with the least amount of driving. Sometimes a dispatcher plans the route.

At each stop the *DRIVER* usually has a receipt signed for the materials unloaded. The *DRIVER* may also collect payments for some deliveries. At the end of the day the *DRIVER* turns in the cash, checks, and receipts at the truck terminal or freight office. He also reports any mechanical trouble to the dispatcher or terminal manager.

If You Want To Be A TRUCK DRIVER (LOCAL)

.You should be able to stay alert even when you are bored.

.You should work well with other people.

.You should have a lot of patience.

.You should not mind doing the same thing over and over.

.You must have good vision and hearing (glasses and hearing aids are OK).

.You must like to drive.

.You should be able to lift up to 75 pounds.

.You should have a good memory.

To Prepare Yourself Now...

- .Most employers prefer to hire *TRUCK DRIVERS* with at least some high school education.
- .High school courses that will help you are: basic arithmetic and driver education.

Remember!

- .You must be at least 18 years old to get a job as a *LOCAL TRUCK DRIVER*. Some employers require *TRUCK DRIVER APPLICANTS* to be over 21.
- .You must have a South Carolina driver's license and a good driving record.
- .You must be bondable.
- .Some employers supply a free uniform and free uniform laundry.
- .Some employer's offer paid vacations and holidays, group insurance, and retirement plans.
- .Almost all *LOCAL TRUCK DRIVERS* are men.

A Look Ahead...

There is a good demand in most areas of South Carolina for *LOCAL TRUCK DRIVERS*. Most jobs are in large towns and cities. There are few promotion opportunities for *LOCAL TRUCK DRIVERS*, but some may become dispatchers, terminal managers, supervisors, or schedule planners.

Salary

Starting Pay Range: $1.70 to $2.75/hr.

Hours

LOCAL TRUCK DRIVERS may work Monday through Saturday, 40 to 60 hrs/wk (over 40 hrs. pays overtime rates).

For More Information Write To:

.American Trucking Associations Incorporated
1616 P Street, NW
Washington, D. C. 20036

.International Brotherhood of Teamsters, Chauffers, Warehousemen and Helpers of America (Ind.)
Louisiana Avenue NW
Washington, D. C. 20001

More View Jobs To Think About

TITLE	VIEW CARD #
Ambulance Driver	11
Bus Driver	39
Driver - Racing Car	88
Driver - Salesman	89
Taxi Driver	268
Truck Driver - Long Haul	287

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

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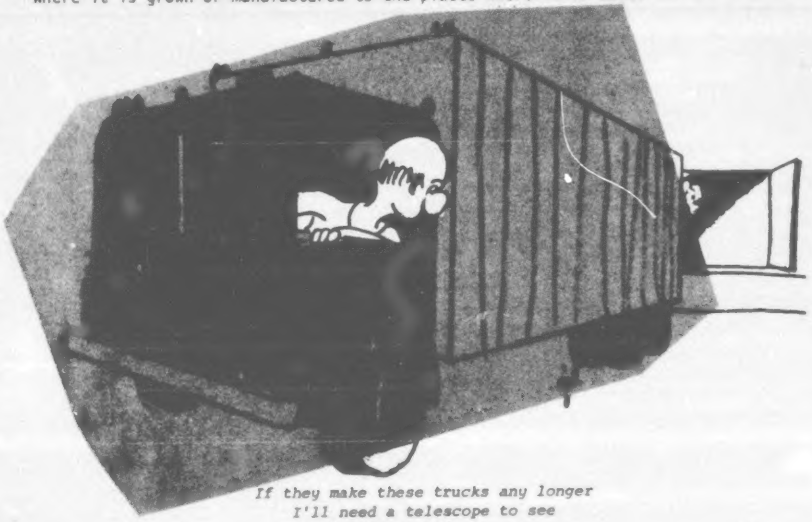
VITAL INFORMATION for EDUCATION and WORK

TRUCK DRIVER - long haul

D.O.T. 905 883

A *LONG-HAUL TRUCK DRIVER* carries merchandise and equipment from the places where it is grown or manufactured to the places where it is used.



If they make these trucks any longer
I'll need a telescope to see
what I'm backing up to.

2

What's It Like To Be A TRUCK DRIVER (Long Haul)?

D.O.T 905.883

A *LONG-HAUL TRUCK DRIVER* spends almost all of his working hours behind the steering wheel of a truck. The *LONG-HAUL TRUCK DRIVER* rarely has to load or unload his truck. The *LONG-HAUL TRUCK DRIVER* does have to keep accounts straight on invoices and receipts.

LONG-HAUL TRUCK DRIVERS may drive all day or all night. They may drive 10 hours a day, 6 days a week. The U. S. Department of Transportation will not allow *LONG-HAUL TRUCK DRIVERS* to drive more than 60 hours in 7 days or more than 70 hours in 8 days.

A tractor-trailer truck is a big responsibility. One truck may cost over $40,000 and the cargo may be worth $100,000 or more. A truck is not easy to drive and much practice is necessary to learn to back a trailer up to a narrow loading dock.

The U. S. Department of Transportation also sets safety standards for truck drivers. A truck driver's job may depend on a good driving record. A truck driver may do most of his driving alone. He must decide for himself when it is time to pull off the road for a coffee break. A truck driver may have to choose between driving on to make up for lost time on a schedule or stopping for a brief rest. He must remember that the driver who doesn't stop will be the late driver if he falls asleep at the wheel.

Some *LONG-HAUL TRUCK DRIVERS* travel in pairs. One driver sleeps on a cot behind the seat while the other drives. Every few hours they trade places. Drivers on "sleeper" runs are well-paid but they may be on the road for many days at a time.

If You Want To Be A TRUCK DRIVER (Long Haul)

.You should not mind working alone.

.You must be able to make mature decisions.

.You should be able to stay alert for long periods.

.You should be able to set your own working speed and stick to it.

.You should have quick reflexes.

.You should have good eyesight and hearing (glasses and hearing aids are OK).

.You must be a good driver.

To Prepare Yourself Now...

.Many employers require a high school diploma for truck driver applicants.

.High school courses that will help you are: English (grammar and spelling), basic arithmetic, and driver education.

.You should take courses in automobile or diesel mechanics at an area vocational school or technical education center.

Remember!

.The U. S. Department of Transportation requires that a *LONG-HAUL TRUCK DRIVER* be at least 21 years old.

.You must have a South Carolina chauffeur's license.

.You must pass a physical examination given by the U. S. Department of Transportation.

.You must have a good driving record and at least one year of driving experience.

.Some employers require new *LONG-HAUL TRUCK DRIVERS* to be at least 25 years old.

.Some employers require 2 to 5 years diesel truck driving experience before they will hire a *LONG-HAUL TRUCK DRIVER.*

.Most *LONG-HAUL TRUCK DRIVERS* start out on short runs.

.A driver must inspect his truck and write a report at the start and finish of each run.

.Many employers offer paid vacations and holidays, health and welfare plans, and retirement plans.

.Many companies pay for places for drivers to stay overnight on long runs.

.You may be required to join a union.

A Look Ahead...

There is a good demand for truck drivers in most areas of South Carolina. Jobs may be found with contract trucking companies or with large businesses that own their own trucks. Instead of a promotion an experienced driver usually gets his choice of the best routes and more pay. Most of the other employees in a trucking terminal make less money than a driver

Salary

Starting Pay Range: $1.75 to $4.00/hr.

Hours

LONG-HAUL TRUCK DRIVERS work days or nights, 40 to 60 hrs/wk.
LONG-HAUL TRUCK DRIVERS often work on weekends and holidays.

For More Information Write To:

.American Trucking Associations, Inc.
1616 P Street, NW
Washington, DC 20036

.International Brotherhood of Teamsters, Chauffeurs,
Warehousemen and Helpers of America (Ind.)
25 Louisiana Avenue NW
Washington, D. C. 20001

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Ambulance Driver	11
Bus Driver	39
Driver - Racing Car	88
Taxi Driver	268
Truck Driver - Local	286

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

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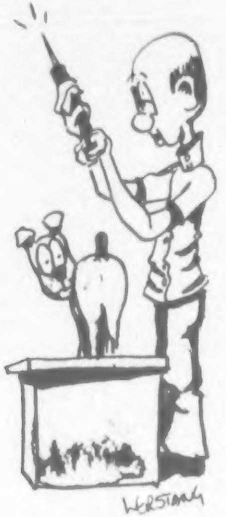
VITAL INFORMATION for EDUCATION and WORK

VETERINARIAN

D.O.T. 073.108

VETERINARIANS are doctors whose patients are animals.



Two shots of this in each flea bite ought to stop the itch, fella.

2

What's It Like To Be A VETERINARIAN

D.O.T 073 108

VETERINARIANS are doctors who treat animals. Most *VETERINARIANS* have their own offices. Others work in research laboratories. Many teach in colleges. Others work for public health departments. Some also work for zoos.

Most of those who have private offices treat both large and small animals. Many others specialize in treating small animals, mostly pets. A few treat only large animals, mostly on farms. Most private offices are a lot like a small hospital. They have waiting rooms with a receptionist. They have other rooms for examination and treatment. They must also have kennels for patients and an exercise area. Large animals are not usually brought to a veterinary hospital. Horses, cows, sheep, pigs and other farm animals are usually treated at the farm. Therefore, *VETERINARIANS* may make many more "house calls" than other doctors. Another problem is that their patients can't say what hurts.

Most of a *VETERINARIAN'S* work is the prevention of diseases. When diseases are found in farm animals they may have to be killed to keep the disease from spreading. *VETERINARIANS* working for Government Agencies make regular inspections of all livestock. They also inspect meat and milk products.

VETERINARIANS in research laboratories make many kinds of medical tests. They test the effects of vitamin on animal growth. They test new vaccines and drugs. They also test the effects of chemicals that are added to packaged foods to preserve them. New methods in surgery are also tested on animals before being tried on humans. One type of artificial hip joint now used for people was invented for horses.

If You Want To Be A VETERINARIAN

- .You should have the courage to work with animals which may try to bite, claw, or kick when in pain.
- .You should have enough endurance to work for long hours, sometimes with a lot of local traveling.
- .You should notice details.
- .You should really love animals and should have a strong desire to help them.
- .You should work well with your hands.
- .You should be willing to spend at least six years in school after high school.
- .You should be able to lift and carry between 50 and 100 pounds.

To Prepare Yourself Now...

.You should finish high school with plans to attend a college or junior college followed by veterinary school.

.High school courses taht will help you are: physics, chemistry, biology, and English.

.You should begin contacting veterinary schools to find out what pre-veterinary college courses they require for admission (different schools have different requirements).

.*VETERINARIANS* often hire students for part-time or summer work. Summer farm employment is also good experience.

Special Entry Requirements

.For private practice in South Carolina a *VETERINARIAN* must be licensed by the State Board of Veterinarians. Teaching and laboratory work usually does not require a license.

Remember!

.Veterinary schools require two or three years of college work for admission. The applicants with the best grades are usually the only ones accepted (about half of those who apply).

.Veterinary school is much like any medical school and usually takes four years although some have five year programs.

.*VETERINARIANS* often work outdoors.

.About 40% of all veterinary school applicants have completed four years of college.

.Many *VETERINARIANS* are members of the American Veterinary Medical Association.

.Scholarships and loans are available for veterinary students.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for over 110 new *VETERINARIANS* during the next four years. Nationally there is a need for an increase of 50% in the total number of *VETERINARIANS* by 1980. The demand is expected to remain high for many years since the number of graduates of all U. S. veterinary schools is not great enough to keep up with the present demand.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *VETERINARIANS* in private practice work from 48 to 60 hrs/wk. Emergency calls may require some night and weekend work.

VETERINARIANS in research, teaching, and some government jobs work from 35 to 40 hrs/wk. but usually make less money than those in private practice.

For More Information Write To:

.American Veterinary Medical Association
600 South Michigan Avenue
Chicago, Illinois 60605

More View Jobs To Think About

TITLE	VIEW CARD #
Doctor (General Practice	83
Optometrist	186
Paramedical Personnel	191
Pediatrician	195
Surgeon	264

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

In Cooperation With

The South Carolina Employment
Security Commission

VIEW

VITAL INFORMATION for EDUCATION and WORK

Waiter and Waitress

D.O.T. 311 878

A *WAITER OR A WAITRESS* takes orders, serves food, clears tables, and may even operate a cash register.

At these prices I assume you don't accept tips . . .

2

What's It Like To Be A Waiter or Waitress

D.O.T 311 878

WAITERS AND WAITRESSES work in restaurants of all sizes. In a very small restaurant the only employees may be the waiter or the waitress and a cook. In a small restaurant the *WAITERS AND WAITRESSES* may take the customer a menu and write down the customer's order (or just memorize it). After taking an order the *WAITER OR WAITRESS* gives it to the cook. When the order is ready the *WAITER OR WAITRESS* serves the food to the customer. A good *WAITER OR WAITRESS* checks with the customers during a meal to see if they want anything else.

When the customer is finished a *WAITER OR WAITRESS* gives the customer the bill. They may also take the payment for the meal. Even in some larger restaurants the *WAITERS AND WAITRESSES* may set up and clear the tables and carry dishes back to the kitchen. In more formal restaurants they only take orders and serve meals while busboys, hostesses, and cashiers do the other jobs.

A restaurant is usually a clean, comfortable place to work. *WAITERS AND WAITRESSES* work hard, carrying as much as 30 pounds and staying on their feet all day. They make part of their income from tips so they have to be nice to all the customers, even the ones who aren't very nice in return. Another reason they have to be pleasant and friendly is so people will keep coming back to that restaurant. If a restaurant has to close because bad service kept the customers away, other restaurants won't be very anxious to hire those *WAITERS AND WAITRESSES*.

If You Want To Be A Waiter or Waitress

.You should like to meet and talk to people.

.You should be pleasant to talk to, friendly, and courteous.

.You should have neat, clean habits.

.You should not mind doing the same things over and over.

.You should have a strong back.

.You should have a good memory.

.You should follow instructions well.

.You should have a good sense of balance.

.You should not be upset or angered easily.

.You should be able to work on your feet all day.

To Prepare Yourself Now...

- .The best jobs go to high school graduates.
- .High school courses that will help you are: basic arithmetic, English (grammar and spelling), health, and home economics.
- .A food service course at an area vocational school would be excellent training.
- .You may be able to get a part-time job in a restaurant while you are still in high school.

Remember!

- .Some restaurants won't hire *WAITERS AND WAITRESSES* under 21 years old or without a high school education.
- .You may have to get a health card from your County Health Department.
- .*WAITERS AND WAITRESSES* often get free meals while they are on duty.
- .Many employers offer free uniforms and free uniform laundry.
- .Some employers offer paid vacations, group life insurance, and health and welfare plans.

A Look Ahead...

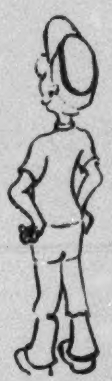
There is a need for over 400 *WAITERS AND WAITRESSES* every year in South Carolina. Most jobs are in large cities and towns. Usually restaurants want *WAITRESSES* more than *WAITERS*. Qualified *WAITERS AND WAITRESSES* may be promoted to cashiers, hostesses, and head waiters or head waitresses.

Salary

Starting Pay Range: $1.05 to $2.50/hr.
WAITERS & WAITRESSES may also receive tips from customers.
Salaries are often lowest in places where tipping is good.

Hours

WAITERS AND WAITRESSES may work days or evenings, 40 to 50 hrs/wk.
Part-time work is usually available.



For More Information Write To:

.National Institute for the Food Service Industry
120 South Riverside Plaza
Chicago, Illinois 60606

More View Jobs To Think About

TITLE	VIEW CARD #
Bellman	30
Stewardess, Airline	260

State Department of Education
Office of Vocational Education
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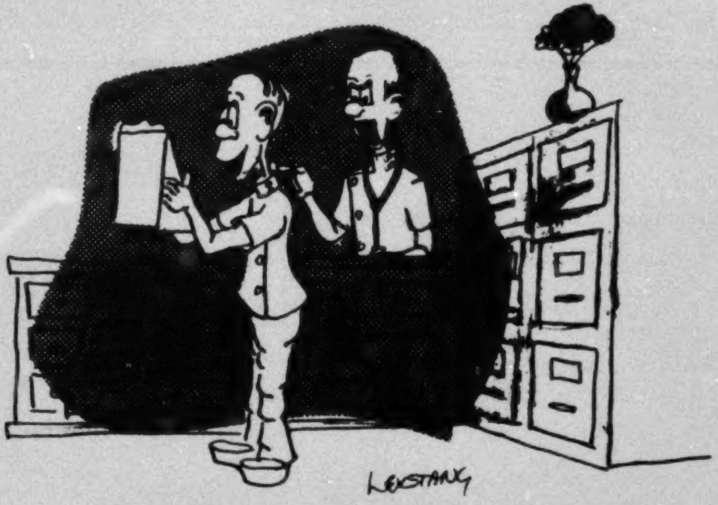
VITAL INFORMATION for EDUCATION and WORK

Ward Clerk

D.O.T. 219.388

WARD CLERKS keep hospital records in proper order.



Now listen here, buster,

a navel transplant is serious business.

2

What's It Like To Be A Ward Clerk

D.O.T 219 388

WARD CLERKS work in the nursing areas of hospitals. Hospitals are clean, well-lighted places to work. There may be some chemical smells, both pleasant and unpleasant. *WARD CLERKS* have almost no contact with patients. They follow instructions from the head nurse.

WARD CLERKS handle paperwork so nurses can have more time to care for patients. Part of the work is like a receptionist's job. They greet and help visitors. They answer telephones. They may take messages for other hospital workers.

The *WARD CLERKS* also keep many hospital records. They fill out lists for the kitchen showing the diet needed by each patient. The patients' doctors tell the *WARD CLERKS* what each patient is supposed to eat. Record keeping is a lot like a file clerk's job. *WARD CLERKS* give patients' records to their doctors when they visit. They collect the records when the doctors leave. Any records with new orders from the doctors must be given to the nurses. All the records must be kept up-to-date so there will be no problems with them when patients are ready to leave the hospital.

Some of the work is like the work of a personnel clerk. *WARD CLERKS* keep work records for other hospital workers. They keep records of vacations and absences. They record the hours worked each day by each person in their area of the hospital. They may also order supplies and sort mail.

If You Want To Be A Ward Clerk

- .You should like to work with other people.
- .You should follow instructions well.
- .You should notice details.
- .You should not mind doing some of the same things over and over every day.
- .You should prefer to work indoors.
- .You should be pleasant and polite toward strangers.
- .You should not be easily upset emotionally.
- .You should have a good memory.

To Prepare Yourself Now...

- .You will need a high school diploma.
- .You should take as many courses as you can in office occupations.
- .If you can't find a hospital job right away, a job as a receptionist, file clerk, or clerk typist will give you good experience while you are looking for a job as a *WARD CLERK*.

Remember!

- .Most *WARD CLERKS* are women.
- .Hospitals offer paid vacations, holidays, sick leave, group insurance, and retirement plans.
- .Many hospitals offer regular physical examinations for their employees.
- .Some *WARD CLERKS* work in nursing homes.
- .People with records of serious crimes or drug offenses can't get jobs in hospitals.
- .On-the-job training lasts from two to six months.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for nearly 300 new *WARD CLERKS* during the next four years. More jobs may come open as older *WARD CLERKS* quit or take promotions. Promotions may be earned through experience or by taking courses in medical record keeping.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

WARD CLERKS work days, evenings, nights or on rotating shifts, 40 hrs/wk.

Weekend and holiday work is often necessary but *WARD CLERKS* get other days off to make up for these.

For More Information Write To:

.American Hospital Association
840 North Lake Shore Drive
Chicago, Illinois 60611

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Clerk Typist	55
File Clerk	104
Keypunch Operator	140
Office Clerk	182
Personnel Clerk	196

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

State Department of Education
Office of Vocational Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

Watchmaker

D.O.T. 715.281

WATCHMAKERS repair and adjust watches so they will keep time correctly.

Aha! There's the problem.

Mickey has a hangnail.

2

What's It Like To Be A Watchmaker

D.O.T 715 281

WATCHMAKERS or watch repairmen usually work in small repair shops or jewelry stores. Many experienced *WATCHMAKERS* own their own shops. Some work in department stores. A few work in their own homes.

The first step in repairing a watch is finding out what is wrong. The hands and winding stem should work smoothly. Any roughness or looseness may mean some parts do not fit right. Sometimes the customer may know how the watch was damaged.

Next, the *WATCHMAKER* removes the back of the watch. The gears and springs are inspected with a loupe (a small magnifying glass that fits over one eye). The *WATCHMAKER* looks for dirt and rust. Poorly fitting parts or broken gears may also cause the problem. Replacement parts for new watches can be ordered from the manufacturer. A *WATCHMAKER* may have to make parts for an old watch.

WATCHMAKERS use many small hand tools. They use delicate pliers, tweezers, and screwdrivers to remove and replace parts. They use pin vises to hold parts for adjustment. Precision lathes and cutting tools are used to make new parts. Non-magnetic tools must be used in working on electronic watches. Electric meters and oscilloscopes are also needed.

Watch repair takes a lot of concentration. It also takes sensitive fingers and a steady hand. One tiny drop of oil in the wrong place will cause a watch to keep time poorly. One drop too much in the right place will do the same thing. *WATCHMAKERS* who run their own shops must also be good business managers.

If You Want To Be A Watchmaker

.You should prefer to work indoors.

.You should have a lot of patience.

.You should notice details.

.You should work well with your hands and should not become "shakey" when doing delicate work.

.You should not mind sitting still for long periods.

.You should not mind working alone.

.You should have good eyesight (glasses are OK).

.You should be able to work without a boss to tell you what to do.

To Prepare Yourself Now...

.You should finish high school with plans to attend an Area Vocational School or Technical Education Center.

.High school courses that will help you are: mathematics, physics, metal shop, machine shop, mechanical drawing, and distributive education.

.Some Area Vocational Schools offer watch repair courses you can take while you are still in high school. The TEC courses are available after high school.

.A few hours work with an old watch (that nobody needs!) and some model-building tools will give you some idea of the patience needed in watch repairing.

Remember!

.A watch repair shop is usually small and must be clean and well-lighted.

.Most new *WATCHMAKERS* work with an experienced *WATCHMAKER* for a few years.

.Watch repair can be done by many handicapped persons.

.Employees of department stores often get discounts on store merchandise.

.A license is required to work as a *WATCHMAKER* in Florida, Indiana, Iowa, Kentucky, Louisiana, Michigan, Minnesota, North Carolina, North Dakota, Oregon, and Wisconsin.

.A *WATCHMAKER* can become a Certified Watchmaker or Certified Master Watchmaker by making a good score on an examination given by the American Watchmakers Institute.

.Some *WATCHMAKERS* also run jewelry stores.

A Look Ahead...

The South Carolina Employment Security Commission expects a statewide demand for only about 16 new *WATCHMAKERS* during the next five years. A few more openings may arise as older workers retire or enter new occupations. Nationally the demand is also low but steady. Experienced *WATCHMAKERS* often open their own shops.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

WATCHMAKERS may work for hourly wages or commissions (a percentage of the business's profit) or both.

Hours

Self employed *WATCHMAKERS* often work days and evenings, 48 to 60 hrs/wk.

Others work days, 40 hrs/wk.

For More Information Write To:

.American Watchmakers Institute
P. O. Box 11011
Cincinnati, Ohio 45211

More VIEW Jobs To Think About

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16)

State Department of Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

Watchman

D.O.T. 372.868

WATCHMEN protect property from thieves and vandals. They also watch for fires and other problems while other people sleep.

Charlie, your shift is over ... Charlie?

2

What's It Like To Be A Watchman?

D.O.T. 372.868

WATCHMEN work outdoors and indoors. They protect property from fire, theft, and vandalism. Some *WATCHMEN* are hired by the company whose property they guard. Others work for private guard companies.

WATCHMEN often work alone. Most work at night. They often carry a billy club or a gun. They may also carry a flashlight and a whistle. Many *WATCHMEN* carry two-way radios. They may use the radio to receive instructions from a central station. They may be required to call the central station at regular times.

Some *WATCHMEN* have a regular route to walk continually. Others have certain areas to check at different times. They may carry a special clock that records the time *WATCHMEN* visit their checkpoints.

Some *WATCHMEN* don't have to go outdoors at all. Others work outside in almost any weather. A *WATCHMAN* may get very bored and sleepy late at night with no one to talk to. If anything does happen, the *WATCHMAN* must be wide awake and ready to act.

If You Want To Be A Watchman

.You should not mind work outdoors even in bad weather.

.You should have a lot of self confidence.

.You should have a good reputation for honesty and dependability.

.You should be willing to accept responsibility.

.You should not mind working alone.

.You should have good eyesight and hearing.

.You should have quick reflexes.

.You should keep calm in emergencies.

.You should be able to make good decisions very quickly.

To Prepare Yourself Now...

- .You should finish high school (it will help your reputation for dependability, for one thing).
- .High school courses that will help you are: physical education and driver education.
- .See the armed forces recruiter of your choice.

Remember!

- .Some companies (escpecially small ones) may have unusual entry requirements for *WATCHMEN* such as: prior military service (preferably as a military policeman), muscular build, police experience, or other law enforcement background.
- .Some businesses won't hire a *WATCHMAN* less than 30 years old.
- .Most companies require some kind of security clearance investigation for *WATCHMEN*. (A defense industry can require FBI clearance).
- .Watchmen must be bondable.
- .Most employers offer paid vacations and holidays, group insurance, and retirement plans.
- .Many *WATCHMEN* choose to continue working long after the usual retirement age.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 3200 *WATCHMEN* during the next 5 years (through 1976). Some large companies have excellent training and promotion programs for *WATCHMEN*.

Salary

Starting Pay Range: $1.60 to $2.50/hr

Hours

Most *WATCHMEN* work nights, 40 hrs/wk.
Much weekend and holiday work is necessary.
Part-time work may be available.

For More Information Write To:

See if your school or public library can get you a copy of the book:

Careers in the Protective Services, by Jo Hubbard Chamberlin

More View Jobs To Think About

TITLE	VIEW CARD #
Fireman	74
Policeman	146

State Department of Education
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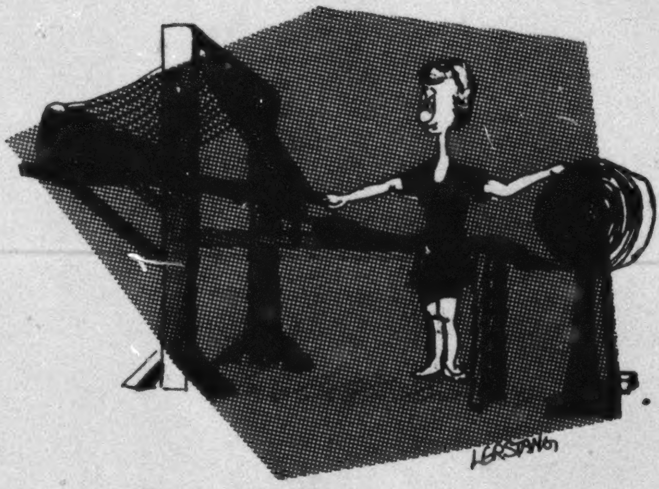
VIEW

VITAL INFORMATION for EDUCATION and WORK

WEAVER

D.O.T. 683.782

WEAVERS run machines called looms that make yarn into cloth.



*When the boss said he wanted me to weave
I thought he wanted to be weft awone.*

2

What's It Like To Be A WEAVER ?

D.O.T 683.782

WEAVERS work in textile mills. They run machines called looms. Looms weave yarn into cloth. The yarn that runs straight from one end of the loom to the other is called the warp or ends. The yarn that runs from side to side through the warp is called filling, picks, or weft. A shuttle pulls the filling back and forth through the warp.

One *WEAVER* takes care of several looms. They walk from loom to loom watching for broken yarn. When a warp yarn breaks, a device called a drop wire automatically stops the loom. The *WEAVER* repairs the broken yarn by tying on an extra piece with a weaver's knot. The *WEAVER* rethreads the yarn through the loom using a hand tool called a reed hook. If a filling yarn breaks, the broken end must be pulled out of the warp. The *WEAVER* then pushes the shuttle back through to start a new pick. If a loom has a mechanical problem, the *WEAVER* tells the loom fixer.

WEAVERS stand and walk while they work. They have to reach across the looms to fix broken yarns. They may get some grease or oil on themselves from the machinery.

A weave room is a very noisy place to work. The air has to be kept very warm and damp for good weaving. A weave room is well lighted. There is usually not much lint in the air.

If You Want To Be A WEAVER

- .You should prefer to work indoors.
- .You should like to work around large machines.
- .You should pay close attention to details.
- .You should have good eyesight. (glasses are okay)
- .You should not mind doing the same things over and over.
- .You should be able to work standing up several hours.
- .You should not mind working in a very noisy place.

To Prepare Yourself Now...

- .You may find a job as a *WEAVER* more easily if you have some experience in textiles. High school can be a good place to get that experience.
- .You should take a course in textiles at an Area Vocational Center while you are in high school.
- .You may be able to get a part-time job in a textile mill during your junior or senior year.

Remember!

- .About half the textile mills in South Carolina pay the entire cost of some types of employee insurance.
- .Many companies share the cost of insurance with their employees.
- .Most companies also offer employee discounts, educational assistance, pensions, and retirement plans. Some give vacation bonuses.
- .Some textile workers belong to labor unions.
- .On-the-job training for a *WEAVER* takes about six weeks.
- .Because the weave room has to be kept warm and damp, *WEAVERS* may sweat a lot even when they aren't working very hard.

A Look Ahead...

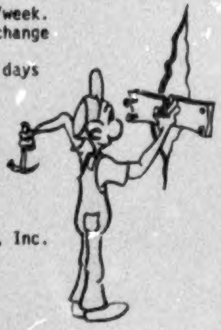
The South Carolina Employment Security Commission expects a demand for about 2300 *WEAVERS* during the next 5 years (through 1976). There are few opportunities for promotion. Experienced, reliable *WEAVERS* may become shift leaders or foremen.

Salary

PAY RANGE: $2.63 to $2.99 per hour (State Average)

Hours

WEAVERS work days, evenings, or nights; 40 hrs/week. Many textile mills have swing shifts (workers change shifts each week.)
WEAVERS may work some weekends (they get other days off during the week).



For More Information Write To:

.Public Relations Division
American Textile Manufacturing Institute, Inc.
1501 Johnston Building
Charlotte, North Carolina 28202

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Battery Hand	29
Card Tender	44
Cloth Inspector	56
Drawing Tender	86
Fly Frame Tender	109
Knitting Machine Operator	142
Opener and Feeder Tender	185
Picker Tender	202
Spinner	255
Spinning Doffer	256
Spooler Tender	257
Winder Operator	296

State Department of Education
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VIEW

VITAL INFORMATION for EDUCATION and WORK

WELDER

D.O.T. 812 884

WELDERS join pieces of metal together by melting the edges, adding extra metal, and holding the pieces together while the metal hardens again. *WELDERS* also cut metal by melting part of it.

O. K., you guys . . .
What's so funny?
LERSTAN

2

What's It Like To Be A WELDER

D.O.T 812 884

Some *WELDERS* work outside on building projects or in shipyards. Others work in factories or repair shops.

WELDERS use a very hot flame from a blowtorch or the heat of an electric arc to weld or cut metal. When metal is melted it may give off fumes. It's easy to get burned or shocked working with welding equipment. The electric arc which melts the metal in arc welding processes is very bright. Arc *WELDERS* have to wear helments with very dark eyeshields or the light will blister them or burn their eyes. They also have to get used to the metal popping and snapping and throwing sparks.

WELDERS may have to work in almost any position. Some jobs may be vertical or even overhead. Some jobs may be done from scaffolds and beams high above the ground.

WELDERS may have to read blueprints, diagrams, and detailed work orders. They may have to plan the work and cut out some metal parts to be welded together. They have to know different ways to weld each different kind of metal or alloy.

WELDERS in factories may do one simple job over and over all day. Others work on skyscrapers, join pipelines together or help build planes, ships and locomotives. *WELDERS* work in any industry that uses metals.

If You Want To Be A WELDER

.You should like working with hand tools.

.You should be able to spot small details.

.You should not mind inspecting your own work carefully to be sure it is exactly right.

.You should follow instructions well.

.You should be strong enough to lift 100 pounds and carry 50 pounds.

.You should not mind doing some jobs over and over.

.You should be able to concentrate on your job for long periods.

.You should not mind heat, noise, and fumes from melting metal.

To Prepare Yourself Now...

.You will need a high school education.

.High school courses that will help you are: mechanical drawing, mathematics, metal shop, and physics.

.You should take the welding course at an area vocational school or technical education center.

.The U. S. Department of the Navy has a 4 year welding apprenticeship program for civilian employees at Charleston, South Carolina.

Remember!

.You must be at least 18 years old to start training as a *WELDER*.

.On-the-job training lasts from 1 to 4 years.

.Many employers offer paid vacations and holidays, life and health insurance, and retirement plans.

A Look Ahead...

There is a demand for about 250 *WELDERS* a year in South Carolina. Most new jobs will be in the manufacturing and construction industries. Experienced *WELDERS* may be promoted to foremen, inspectors, layout men, estimators, or superintendents. Some *WELDERS* start their own contracting businesses.

Salary

Starting Pay Range: $2.25 to $5.70/hr.

Hours

Most *WELDERS* work days, 40 hrs/wk.
In some industries *WELDERS* may work any shift.

For More Information Write To:

.The American Welding Society
2501 7th Street, NW
Miami, Florida 33125

.International Association of Machinists and Aerospace Workers
1300 Connecticut Avenue, NW
Washington, D. C. 20036

.International Union, United Automobile, Aerospace and
Agricultural Implement Workers of America
8000 East Jefferson Avenue
Detroit, Michigan 48214

More View Jobs To Think About

TITLE	VIEW CARD #
Automobile Body Repairman	20
Sheet Metal Worker	246

State Department of Education
Office of Vocational Education
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Unit

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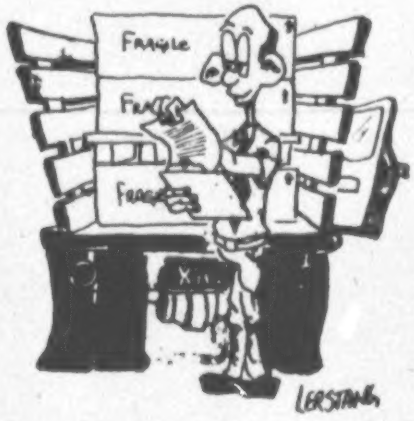
VIEW

VITAL INFORMATION for EDUCATION and WORK

WHOLESALE MANAGER

D.O.T. 185.168

WHOLESALE MANAGERS run businesses that store goods for distribution to retailers.



I knew if I hung onto these glass hockey pucks long enough somebody would buy 'em.

2

What's It Like To Be A WHOLESALE MANAGER?

D.O.T 185.168

WHOLESALE MANAGERS work indoors and outdoors. They run companies that specialize in warehousing and distribution. Warehousing is storing merchandise until it is needed by customers. Distribution is moving the goods to the right place at the right time.

Most modern warehouses are only one story tall. Goods can be moved anywhere in the building without using any elevators or ramps. Goods which are not affected by the weather are often stored outside. An outdoor storage area must be just as well organized as one indoors so merchandise can be located quickly.

WHOLESALERS must locate their warehouses carefully. *WHOLESALERS* buy large amounts of merchandise from manufacturers. They sell to retailers in smaller amounts. A warehouse must be near as many retail customers as possible to reduce shipping costs.

WHOLESALE MANAGERS must keep ahead of their customers' demand for merchandise. Keeping enough stock to fill orders quickly without having unsold stock left over can be a tricky problem.

WHOLESALE MANAGERS have a lot of help. Credit managers handle customers' accounts. Auditors keep company accounts. Traffic directors schedule trucks. Computer programmers speed up the paperwork. There are buyers, sales managers, training directors and personnel managers. There are warehouse foremen and packing supervisors. As long as nothing goes wrong, everyone gets part of the credit for a job well done. When something does go wrong, the manager is responsible for finding out why and straightening things out.

WHOLESALE MANAGERS spend a lot of time behind a desk. They have many meetings with assistants to solve problems and make plans. The *WHOLESALE MANAGER'S* office is often very comfortable. It is usually carpeted and air conditioned. A professional decorator may help select the furniture for the manager's office.

A manager doesn't stay in the office all the time, though. Good managers spend some time walking through the warehouse. They can learn a lot about how well their businesses are running by talking to warehouse employees. They also travel to industrial shows and *WHOLESALER'S* conventions to keep up with new products and business methods.

If You Want To Be A WHOLESALE MANAGER

.You should like to meet and talk with people.
.You should be able to give instructions clearly.
.You should write and speak well.
.You should be good at mathematics.
.You should be interested in a job with some social status.
.You should like working on a schedule.
.You should like variety in your work.
.You should like planning for others.
.You should like making important decisions.

To Prepare Yourself Now...

.You should finish high school with plans to take a two-year business course.

.High school courses that will help you are: English, business mathematics, social studies, and typing.

.A distributive education course at an Area Vocational Center can give you some practical experience.

.Some Technical Education Centers offer courses in Business Administration, General Business, and Marketing.

.If you prefer to attend a two-year business college, your counselor can help you make your selection.

Remember!

.Most *WHOLESALE MANAGERS* work their way up through management training programs that include some work in each department of the wholesale business.

.On-the-job training may take from 4 to 10 years.

.*WHOLESALE MANAGERS* may have the use of a company car and a company plane.

.Managers may have large amounts of company stock reserved for them to buy when they want to.

.Most companies offer paid vacations and holidays; group life, health, and accident insurance; pension plans; and bonuses.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 2450 retail and *WHOLESALE MANAGERS* during the next 5 years (through 1976). On-the-job training usually takes a *WHOLESALE MANAGER* through several levels of management within a company. *WHOLESALE MANAGERS* in very large corporations may continue to advance through district or regional management positions to such top jobs as corporate vice president, president, or chairman of the board of directors.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

WHOLESALE MANAGERS work as long as it takes to get the job done right.

For More Information Write To:

.National Association of Wholesalers
1725 K Street N.W.
Washington, D. C. 20006

.Sales and Marketing Executives - International
Youth Education Division
630 Third Avenue
New York, N. Y. 10017

More View Jobs To Think About

TITLE	VIEW CARD #
Manager, Department Store	159

tate Department of Education
ffice of Vocational Education
Research Coordinating
Unit

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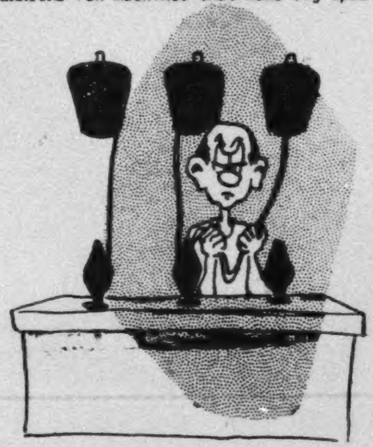
VITAL INFORMATION for EDUCATION and WORK

WINDER OPERATOR D.O.T. 601.885

WINDER OPERATORS run machines that make big spools of thread from little ones.



OK .... quit stringing me along and let's get this job wound up.

2

What's It Like To Be A WINDER OPERATOR?

D.O.T 601.885

WINDER OPERATORS work in textile mills. They run machines that rewind yarn from one size spool or bobbin to another to fit different kinds of machines.

OPERATORS keep the winders supplied with yarn. They thread the yarn through guides and holders that keep the yarn tight. They may tie the beginning of a new yarn to the end of another to make a larger spool. They also tie broken ends together. *WINDER OPERATORS* remove the full spools from the winder and start new ones. They put the full spools in a hand truck or a cart.

WINDER OPERATORS can sit down to operate some kinds of winding machines. They have to stand up to operate most of them. Some winding machines are very noisy. Winding rooms are well lighted. Many are air conditioned. There is usually some lint floating around in the air.

If You Want To Be A WINDER OPERATOR

- .You should prefer to work indoors.
- .You should like to work around large machines.
- .You should not mind working in a very noisy place.
- .You should not mind doing the same things over and over.
- .You should be able to work standing up for several hours.

To Prepare Yourself Now...

.You can probably get a job as a *WINDER OPERATOR* without a high school education, but getting hired is usually easier if you do have a diploma.

.You should take a course in textiles at an Area Vocational Center while you are in high school.

.You may be able to get a part-time job in a textile mill during your junior or senior year.

Remember!

.About half the textile mills in South Carolina pay the entire cost of some types of employee insurance.

.Many companies share the cost of insurance with their employees.

.Most companies also offer employee discounts, educational assistance, pensions, and retirement plans. Some give vacation bonuses.

.Some textile workers belong to labor unions.

.On-the-job training for a *WINDER OPERATOR* takes about two weeks.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 850 *WINDER OPERATORS* during the next 5 years (through 1976). There are few opportunities for promotion. Transfers to other departments in the mill may give reliable, experienced workers a chance to earn more money.

Salary

PAY RANGE: $2.19 to $2.48 per/hr (State Average)

Hours

WINDER OPERATORS work days, evenings, or nights 40 hrs/wk. Many textile mills have swing shifts (workers change shifts each week).
WINDER OPERATORS may work some weekends (they get other days off during the week).

For More Information Write To:

.Public Relations Division
American Textile Manufacturing Institute, Inc.
1501 Johnston Building
Charlotte, North Carolina 28202

More View Jobs To Think About

TITLE	VIEW CARD #
Battery Hand	29
Card Tender	44
Cloth Inspector	56
Drawing Tender	86
Fly Frame Tender	109
Knitting Machine Operator	142
Opener and Feeder Tender	185
Picker Tender	202
Spinner	255
Spinning Doffer	256
Spooler Tender	257
Weaver	293

State Department of Education
Office of Vocational Education
Research Coordinating
Unit

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Security Commission

VITAL INFORMATION for EDUCATION and WORK

WRITER, FREELANCE

D.O.T. 130 088

My first royalty check...

I really am a writer!

What's It Like To Be A Freelance Writer

D.O.T 130 088

FREELANCE WRITERS work entirely on their own. They choose their own subject and style. Since they earn money by selling their work to editors and publishers, the choice is affected by what the writer thinks will sell easily. *FREELANCE WRITERS* usually work at home. Most of them have other jobs since few people manage to make a living writing.

Many *FREELANCE WRITERS* will try writing about almost anything. Others have a specialty. Common specialties are short stories, poems, novels, and plays for theater or television. Some writers do greeting card verses, jokes, or cartoon captions. *FREELANCE WRITERS* also write speeches for politicians. Many write magazine articles.

Writers spend a lot of time reading. They may read many magazines to find one that might buy a particular article or story. They check to see what subjects the editors seem most interested in. They may rewrite a story to make it about the same length as others published by a particular magazine. They also read to get ideas and to learn more about writing.

Some writers send their work directly to editors or publishers. Others send their work to agents who contact possible buyers. The agents take part of the selling price as a commission. When the work is not accepted the editor usually sends the writer a rejection slip. New writers and even experienced writers may get many more rejection slips than checks. Some writers even collect rejection slips (that's about all they're good for). Just because work is rejected doesn't necessarily mean it isn't good. Sometimes work that has been rejected many times will bring a good price from the right publishers.

If You Want To Be A Freelance Writer

.You should write well and should enjoy writing.

.You should not be easily discouraged.

.You should be willing to spend part of your time doing something else to earn a living.

.You should have the ability to work hard at something without having a boss to keep you working.

.Unless you are a fiction writer, you should be willing to research your subjects very thoroughly.

.You should have a good imagination and powers of observation.

To Prepare Yourself Now...

.You should finish high school for two reasons: (1) it will be easier to get a good enough job so you can afford to spend time writing; (2) much of what you learn will make you a better writer.

.High school courses that will help you are: languages, literature, English, drama, journalism, history, and science. Other courses may be needed for the job you choose to support your writing.

.You should practice your writing as much as possible. School newspapers, poetry and essay contests, and assigned papers are all good ways to practice.

.A college education is not a necessity for freelance writing, but many college courses offer practical experience in various writing specialties. Again, your choice of ways to earn a living will have much to do with whether you should plan to attend college.

Remember!

.Some experienced writers are able to earn a living entirely from writing.

.There is little demand for poetry right now.

.One of the fastest growing fields is television drama.

.Editors often do not give any reason for a rejection slip.

.Many writers have said that the best preparation for writing is living. That's true if you pay attention to what is happening around you and can put it down on paper interestingly enough to make others pay attention, too.

A Look Ahead...

There is no simple demand for writers. The best writers create their own demand. Editors ask them to write articles, fans wait eagerly for their next books, and even work that is not really top-notch sells with a famous writers name on it. Many writers never reach great popularity. They write because they enjoy writing and because they are willing to accept a few rejection slips for the occassional thrill of seeing some of their work published.

Salary

Average yearly income from freelance writing can range from zero to almost anything.

Hours

Many *FREELANCE WRITERS* work 40 hrs/wk. at other jobs then spend as much additional time as they can writing.

Some *FREELANCE WRITERS* just write when they feel like it, others say they have to work on a strict schedule to get anything done. Money earned has very little to do with the amount of time spent writing for many *FREELANCE WRITERS*.

For More Information Write To:

.The National Writers Club
1365 Logan Street, Suite 100
Denver, Colorado 80203

OR

Ask your librarian to help you find copies of monthly magazines for writers.

More VIEW Jobs To Think About

TITLE	VIEW CARD #
Journalist	138
Playwright	205
Poet	208

For armed services training availability in this occupation call the toll-free numbers listed on page 4 of the following VIEW card(s): Air Force (Card #7) Army (Card #16) Navy (Card #177)

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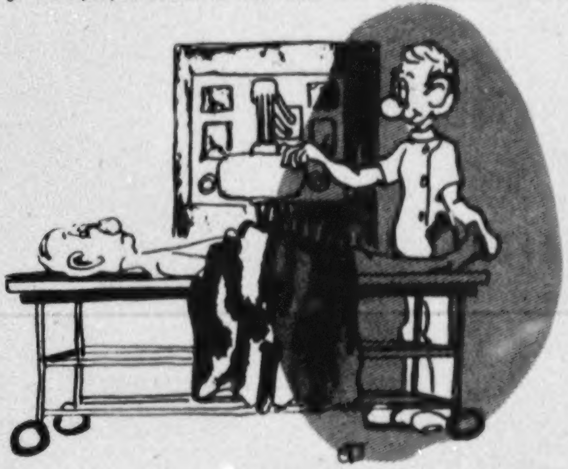
VIEW

VITAL INFORMATION for EDUCATION and WORK

X-Ray Technician

D.O.T. 078.368

An x-ray camera takes pictures of bones, internal organs, teeth, fillings, and odd things that people sometimes swallow.



Don't worry, sir. We'll find your cuff links.

2

What's It Like To Be An X-Ray Technician

D.O.T 078.368

X-RAY TECHNICIANS work in hospitals, medical laboratories, doctors' and dentists' offices, clinics, and public schools. All the places *X-RAY TECHNICIANS* work in are clean, well-lighted and almost always air-conditioned. *X-RAY TECHNICIANS* usually wear hospital uniforms.

X-RAY TECHNICIANS decide how to position patients and equipment to get the pictures that will help the doctor see what is wrong. They adjust the controls to expose the film, then develop and dry the film. They must be careful not to overexpose anyone to x-rays. They also keep records of x-rays. They prepare developing and fixing solutions. They also keep the x-ray equipment in good operating condition.

X-RAY TECHNICIANS have to know many medical subjects like anatomy, physiology, pathology, and radiation therapy. Training takes about 2 years in a hospital school or technical school plus on-the-job experience.

If You Want To Be An X-Ray Technician

.You should like to work with people.

.You should not mind working with people who are ill or injured.

.You should be able to pay close attention to detail for long periods.

.You should be able to keep confidential information to yourself.

.You should be able to follow instructions well.

.You should be willing to take responsibilities and make decisions.

.You should have good eyesight (glasses are OK), good hearing (a hearing aid is OK, too), good color vision and normal depth perception.

To Prepare Yourself Now...

.You will need a high school education.

.You will need a 2 year course in X-ray (radiologic) technology at a technical education center or at a hospital school accredited by the American Medical Association.

.High school courses that will help are: biology, English, physics, mathematics, and vocational courses in health occupations.

Remember!

.After graduation from an X-ray technology course and successful completion of an examination you may qualify as a *REGISTERED TECHNOLOGIST*, R.T. (ARRT) a title identifying members of the American Registry of Radiologic Technologists.

.A *REGISTERED TECHNICIAN* rarely has trouble finding a good job.

.Scholarships may be available for students of x-ray technology.

.You must not have any active contagious diseases to work as an *X-RAY TECHNICIAN*.

.You should not have any criminal record (especially drug offenses).

.You must not have any medical history of anemia.

.You should begin training between the ages of 18 and 30.

.You must be a U. S. citizen or have filed intention to become one.

.Most employers offer paid vacations and holidays; sick leave; life, health, and accident insurance; and retirement plans.

A Look Ahead...

The demand for *X-RAY TECHNICIANS* should be greater than the supply of qualified people for at least the next 10 years. The greatest need is in small hospitals, clinics and dentists' offices. Promotion possibilities are most varied in large hospitals and clinics where qualified *X-RAY TECHNICIANS* may be promoted to supervisory positions.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *X-RAY TECHNICIANS* work days or evenings, 40 hrs/wk.
X-RAY TECHNICIANS may work on weekends and holidays.
Some *X-RAY TECHNICIANS* are on "24-hour" call for any emergency work.

For More Information Write To:

.The American Society of Radiologic Technologists
645 North Michican Avenue
Chicago, Illinois 60611

.The American Registry of Radiologic Technologists
2600 Wayzata Boulevard
Minneapolis, Minnesota 55405

More View Jobs To Think About

TITLE	VIEW CARD #
Anesthesiologist	11
Medical Assistant	162
Surgical Technician	265

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VITAL INFORMATION for EDUCATION and WORK

Yard Laborer (Paper Mill) D.O.T. 539.887

A *YARD LABORER* moves materials on the grounds of a paper mill. The *LABORER* also keeps the grounds neat and clean.

Duh-h... I'm gonna beat dese logs to a pulp.

2

What's It Like To Be A Yard Laborer?

D.O.T 539.887

A *YARD LABORER* may work outside or inside. *YARD LABORERS* move and store the materials used to make paper. They also keep the grounds around a paper mill neat and clean.

Paper mills use a lot of water. They usually have a large canal to bring water from a nearby river. The *YARD LABORER* remove leaves, bark, twigs, and other trash from the canal. A laborer may use a mechanical hoist to remove large pieces of driftwood from the canal.

Some *YARD LABORERS* sweep chips and bark from pulpwood conveyors. Other laborers stack pulp and waste paper to go into a machine called a beater. A *YARD LABORER* may also shovel wood chips, sulfur, and limerock onto trucks or conveyors.

The work can be very pleasant when the weather is good. If the weather is cold and wet, the *YARD LABORER* will probably be cold and wet, too. A paper mill usually smells like rotten eggs inside or outside. The odor is caused by one of the chemicals used to process the paper. Most paper mill workers hardly notice smell after a few days.

If You Want To Be A Yard Laborer

- You should like to work outside.
- You should not mind working inside part of the time.
- You should like to work with other people.
- You should not mind doing one simple job all day long.
- You should not mind strong chemical odors.

To Prepare Yourself Now...

- You will need a high school education to get any kind of job at most paper mills since many paper mills' laborers eventually become shift leaders, foremen, or even supervisors.

Remember!

- Paper mills prefer to train workers on the job.
- A worker may lose "seniority" by transferring from one work area to another in a paper mill.
- Paper mills offer paid vacations and holidays, pensions, and retirement plans.
- Most paper mills in South Carolina pay the entire cost of employees' insurance programs.
- Some paper mills provide free uniforms for employees.
- Many paper companies help employees pay for additional schooling.

A Look Ahead...

The South Carolina Employment Security Commission expects a demand for about 450 laborers of all kinds in paper processing during the next 5 years (through 1976). Most paper mills have a very good promotion system. Almost all shop employees start out as laborers and are steadily promoted as they gain seniority and experience. Even the foremen and supervisors are usually selected from the best workers in each work area.

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most YARD LABORERS work days, 40 hrs/wk. A YARD LABORER may work 5 days of the week.

For More Information Write To:

.Laborers International Union of North America
905 Sixteenth Street NW
Washington, D. C. 20006

More View Jobs To Think About

TITLE	VIEW CARD #
Groundsman	126
Sexton	245

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VITAL INFORMATION for EDUCATION and WORK

ZOOLOGIST

D.O.T. 041 061

ZOOLOGISTS are scientists who study animals.

Can't you keep your fleas still for one minute?

2

What's It Like To Be A ZOOLOGIST

D.O.T 041 061

ZOOLOGISTS are biologists who specialize in the study of animals. Anatomists study the form and structure of animals' bodies. Cytologists study the structure and functions of individual cells. Ecologists study the relationships of animals to their environments. Embryologists study the development of animals before birth. Entomologists study insects. Ichthyologists study fish. Ornithologists study birds. Geneticists study heredity. There are many other specialties in addition to these.

Many *ZOOLOGISTS* do most of their work in laboratories. They work for industries, research organizations and universities. Some work in hospital laboratories. They may breed animals for research in heredity or diseases. They dissect animals to study various parts under a microscope. They attach instruments to measure body functions in live animals.

Some *ZOOLOGISTS* do much of their work outdoors. They may collect specimens to be studied and classified. Some collect animals for zoos. Others simply watch the animals and record their behavior.

No matter what specialty *ZOOLOGISTS* choose, they must be prepared to do a lot of writing. The results and methods of each experiment must be carefully recorded. Their studies are often published in professional journals and magazines. Those who work in colleges are often required to publish regularly in order to be considered for promotions.

If You Want To Be A ZOOLOGIST

.You should have a strong scientific curiosity.

.You should have a good memory.

.You should notice details.

.You should have a good imagination.

.You should be able to make plans and carry them out without a "boss" to tell you what to do.

.You should write well.

.You should be willing to continue studying throughout your career.

To Prepare Yourself Now...

- You should finish high school with plans to attend a college or university.
- High school courses that will help you are those recommended by your guidance counselor to prepare you to enter a college or university.
- A bachelor's degree in biology (4 years of college) is the least preparation possible. Most employers prefer a master's degree or doctorate in a particular zoological specialty. Most college and university positions require a doctorate.

Remember!

- Colleges and universities employ nearly half of all biologists (including zoological specialties).
- Some *ZOOLOGISTS'* jobs take them all over the world.
- A *ZOOLOGIST* doesn't have to choose a specialty until beginning graduate work (after 4 years of college).
- Most jobs in zoology for persons with a bachelor's degree are in technical sales or routine inspection work for government agencies.
- Most employers offer paid vacations and holidays, sick leave, group insurance plans, and retirement benefits.

A Look Ahead...

The South Carolina Employment Security Commission expects no statewide demand for *ZOOLOGISTS* during the next four years. There is, however, a substantial demand for college teachers and industrial salesmen for agricultural firms. Nationally, the demand will be greatest for *ZOOLOGISTS* with advanced degrees.

CE 009 552

Salary

STATEWIDE SALARY INFORMATION WILL BE PUBLISHED WHEN AVAILABLE.

Hours

Most *ZOOLOGISTS* work 5 days, 40 hours/week.

For More Information Write To:

.American Institute of Biological Services
3900 Wisconsin Avenue, N.W.
Washington, D. C. 20016

.American Physiological Society
9650 Rockville Pike
Bethesda, Maryland 20014

More View Jobs To Think About

TITLE	VIEW CARD #
Biologist	32
Biologist, Marine	33
Environmental Health Technician	98
Oceanographer	180